POSBANK®

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Point-of-Sales
POPs for Restaurant

User Manual

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POPSBANK User's Manual Revision History

The following section provides information for any updates to the software and documentation.

Version	Description	Date
V 1.0	New	10/15/2013
V 2.0.4.006	Modify	10/17/2013
V 2.0.4.007	Modify	11/12/2013
V 2.0.4.008	• Add some business logic about data synchronization in Cloud services. • Improve printer registration on the Printer Setting Screen when adding a kitchen printer. • Improve the backup feature of an end-user specifies the path for a backup file. • Add a feature to display total number of orders and total amount due for unpaid orders in Order List Screen. • Add a feature to change serving types in Order List Screen, for instance, changing from Dine-In order to Quick Serve, and vice versa. • Add a feature to search an order by scanning a barcode on the order sheet in Order List Screen. • Enlarge the clickable area for check boxes. • Add a feature to drag-and-drop menu groups even to other pages. • Add a feature to print out an instant table or page number in Order Screen. • Improve the feature to print out a menu which has sub-menus. • Add a feature to print out receipts for Even Split. • Improve date format to be set automatically based on the country settings in the system. • Improve the feature of Customer Display.	12/09/2013
V 2.1.0.000	• Add the last order time to the dining table. • Add delivery report. • Add profit/loss report. • Add a feature that can customize company's logo. • Add card processors: Precidia and WorldPay. • Upgrade POSLink, the card processing module of PAX. • Fix the "Batch Close" problem in NETePay. • Optimize credit card payment system. • Improve Terminal Input Tender screen. • Improve the user interface (UI). • Improve the Operation Management area. • Improve the printing feature; supporting multilingual prints, easily setting up for printing store's logo, etc. • Improve Cloud project. • Update the activation module.	04/07/2014
V 2.1.0.001	• Add and update languages. • Add the features of Complimentary, Staff Meal, and Half Meal orders. • Add a feature to print out House Account orders.	06/16/2014

	• Add a feature to view submenus in a certain report. • Add reports of transactions of VOID, RETURN, and CANCEL. • Improve Tare in the tender section. • Change the term "Sub Menu" to "Combo Menu". • Add a feature to duplicate the level of combo menu. • Fix a bug in Pager, and improve its function. • Fix a bug in Caller ID (CID). • Fix a bug in ordering items sold by weight. • Add a feature to send the order screen to the second display. • Include gratuity for splitting orders. • Improve Cashier-Out report. • Improve displaying or printing two-byte languages like Asian characters. • Show a message ten days before the demo version is expired.	
V 2.1.0.002	• Add the server (waiter or waitress) report. • Add "Paid Amount" and "Change Cash" lines in Reprint sheets • Add the reports of Dine-In, Delivery, Take-In, and Take-Out. • Add Menu Search in Combo Menu Configuration. • Show images for Combo Menu items. • Move the item "Select an employee for gratuity pay" from Dine-In and Quick Serve tab to Common tab in Store Operations • Improve the "Terminal Credit Card Input" screen. • Add the receipt number to Detail Sales Report. • Add the date to the barcode number. • Make "Quick Settlement" and "Table Search" optional. • Print customers' name on order sheets. • Print card tips on the printouts.	07/14/2014

Preface

This User's Guide gives information about basic setup of *'POPs Restaurant solution'.*

- Intended Audience

The User's Guide is intended for technically qualified personnel. It is not intended for general audiences.

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Product Covered

POSBANK USA will offer phone and online remote-in 24/7/365 technical support for the following POSBANK USA software product:

POPs for Restaurant Software, United States of America (USA) Release ONLY, starting at Version V.2.0.1.004 and all subsequent releases thereof, unless otherwise specified by POSBANK USA.

Definition of "tech support" is all discussion of issues and an attempt to find a resolution relating to problem(s) or error(s) with the POPs for Restaurant software, whether caused by the software itself, the software's End User or by the hardware the software is operated on; the POPs for Restaurant support team will only provide hardware technical support for POSBANK branded hardware.

Technical Support Contact
Anyone needing support for the POPs Restaurant software can contact POSBANK USA directly for assistance:

Phone: 13108089114 or 18889981767
Email: techsupport@posbankusa.com

Support Terms & Conditions
All licences of POPs for Restaurant software will receive 90 days FREE tech support starting from the first day of software license registration. After the first 90 days has expired, POSBANK USA will provide POPs for Restaurant support for a fee basis only. The End User customer can purchase annually 1 (one) year of tech support for $250 USD per license/per machine. OR the End User customer can purchase 'per incident' tech support for $80 USD per license/per machine. Please refer to the following table for full tech support pricing details:

SUPPORT TYPE	COST (MSRP)	USES/CALLS
First 90 Days Standard	FREE	Unlimited
1 Year Tech Support	$250/Per License/Yearly*	Unlimited
Per Incident Support	$80/Per Incident/Per License	1 (One) Usage Allowed**

POSBANK USA does not guarantee that all POPs for Restaurant software issues that may arise can be successfully resolved. For example, this can happen if there is a hardware/software compatibility issue that POSBANK USA has no control over. In such instances, the End User customer would need to contact the hardware vendor for resolution of the issue. POPs for Restaurant tech support is provided on a 'best effort' basis and (in some cases) is prioritized dependant on the severity of the issue reported. POSBANK USA does, however, ensure that all requests for support will be addressed in a timely manner.

*PLEASE NOTE: THERE IS A CAP ON TOTAL DOLLAR AMOUNT PER SITE. IF AN END USER CUSTOMER HAS OVER 4 LICENCES AT THE SAME SITE, THAT END USER CUSTOMER WILL ONLY BE CHARGED FOR UP TO 4 LICENSES ($1000 USD) MAXIMUM MSRP.

**PLEASE NOTE: EVEN THOUGH 1 (ONE) USEAGE/INCIDENT IS ALLOWED, MORE THAN 1 (ONE) PHONE CALL MAY BE REQUIRED BEFORE A RESOLUTION IS FOUND OR AS DEEMED NECESSARY BY POSBANK USA SUPPORT TEAM.

Software Enhanced Releases with Current Support Contract Only
All POPs for Restaurant Software 'bug fixes' or 'patches' for a specific software version number will always be at no cost. However, any major rewrites of the software that includes additional functionality and features that allows for a new version, the End User customer will need to have a current annual support contract after 12 (twelve) months from the first day of software registration in order to obtain any future releases of POPs for Restaurant software that is deemed by POSBANK USA to have additional features that are considered to greatly enhance the operational functionality of the software. Purchasing a current annual support contract is the only method to receive future enhanced version releases. Please refer to the following table for software update specifics:

SOFTWARE UPDATE TYPE	WITHOUT A CURRENT SUPPORT CONTRACT	WITH A CURRENT SUPPORT CONTRACT
Software Patches	FREE (Always)	FREE (Always)
Software Enhanced Versions	FREE First 12 mos of Use	FREE

Required for Tech Support Access
It is imperative that any individual seeking POPs for Restaurant software support under the terms of this support contract have a telephone next to the Point of Sale (POS) system for effective telephone support. An active email account and high speed internet access is also required to facilitate POSBANK USA's ability to resolve any software issues expeditiously.

Hardware Supported
The following lists hardware types that are supported by the POPs for Restaurant software*:

- ALL POSBANK USA Point of Sale (POS) hardware products.
- Computer that has any one of the following operating systems: Windows POS Ready 2009TM, Windows POS Ready 7TM, Windows 7 ProTM, Windows XP ProTM.
- Windows based computer that has a minimum of 2G RAM DDR3.
- Windows based computer with an IntelTM Dual Core AtomTM 1.80GHz CPU minimum or equivalent.
- A USB, Serial (RS232), or Ethernet 3" 150mm/sec thermal receipt printer or impact receipt printer that emulates the EpsonTM Printer Language (EPL ESC/POS).
- Touchscreen monitor with a VGA type connection and appropriate Windows drivers.
- POSBANK USB or Serial (RS232) 2 line VFD and LCD customer display.
- Any RJ11 type interface cash drawer driven by an EpsonTM emulation printer.
- Standard USB 3 track MSR.
- Rear LCD or LED second display monitor with a VGA type connection.

*Please note that if a hardware failure (or suspected failure) is diagnosed and the hardware in question is not POSBANK USA branded hardware, you will be asked to contact your hardware vendor to rectify your problem and be instructed by the POSBANK POPs for Restaurant support team to contact POSBANK POPs for Restaurant support again if need be after you have spoken with your hardware vendor and resolved the hardware issue.

Promotional One (1) Hour of Free POPs for Restaurant Training*
POSBANK USA on occasion offers FREE one (1) hour software training via an online webinar and phone for one (1) hour only. Anyone who has purchased the POPs for Restaurant software is eligible for this promotion when offered by POSBANK USA. Standard End User customer cost for

online training is $110 USD per hour. Training cost is for each hour, not for each person attending the online training session. Please Note: The End User customer must have a high speed internet connection in order to claim on this promotional offer when available. *Please contact POSBANK USA and inquire if this special promotion is currently being offered.

What is Not Covered

The following lists (but is not necessarily limited to) what the POPs for Restaurant software Service License Agreement (SLA) does not cover:

xx

- Ongoing Software Training (Please note: ongoing software training for a fee basis is available and is not offered under the terms of this SLA. Please ask your POSBANK USA salesperson for ongoing software training details and cost.)
- Operating System (OS) corruption due to malicious software (i.e. virus, malware) or OS file corruption due to improper use.
- Operating System (OS) configuration and settings and OS support.
- Network issues or any kind that are not related to or caused by POSBANK USA software or hardware products.
- Network security of any kind to include firewall, antivirus, etc.
- All inclusive or in part POPs for Restaurant software setup, for example, creation of reports customization, item and modifier lists and customization, GUI customization, etc.
- Any other software program that is not manufactured by POSBANK USA or any of its subsidiaries.
- Possible data loss during the diagnosis phase. It is the responsibility of the End User customer to backup all data before any attempt is made by the POPs for Restaurant support team to diagnose or repair an error.
- Questions or issues related to the operation of the POPs for Restaurant software on a non MicrosoftTM/WindowsTM Operating System.
- Support of hardware that does not meet the POPs for Restaurant minimum operational hardware specifications.
- Continual inability of the End User customer to operate the software to its full capacity. Please refer to the POPs for Restaurant EULA for more details.
- Non POSBANK USA branded hardware failures or incompatibility issues that causes catastrophic failure or errors with the POPs for Restaurant software.
- Credit card processing issues that are deemed by POSBANK USA to not be caused by the POPs for Restaurant software credit card processing module. In such cases, the End User customer will be instructed to contact their payment processor for issue resolution.

IMPORTANT DISCLAIMER:
POSBANK USA offers this software Service License Agreement (SLA) to the individual that purchases this service "AS IS" and does not warrant that the information and product(s) provided will be errorfree or will meet any or all customer needs. Any errors that are identified by clients of POSBANK USA products(s) and accompanying documentation will then be evaluated by POSBANK USA to determine whether the errors apply generally to the product(s) or product's documentation or are customer specific. Any errors that are peculiar to that specific customer will, at the option of POSBANK USA, be dealt with by using one or several methods of correction: Software generated related errors will be forwarded to POSBANK USA software engineers for investigation and remedy, which could cause a delay with a specific issue resolution. In no event shall POSBANK USA be liable for any loss, damage, or injury of any nature, due to the above, whether direct or consequential in connection or resulting from the use of the POPs for Restaurant techical support service as described herein. Online Support: This service is provided via the internet, and will only be available to customers with a high speed internet service. POSBANK USA online support is an interactive service and requires the cooperation of the End User customer. This service cannot work if one or both parties are not available to initiate the online session. It is at the discretion of POSBANK USA to determine what circumstances constitute an online support session. Any issue which requires the evaluation of data or other information by POSBANK USA may not be supported online (including, but not limited to; report data, report formats, missing data, etc.). POSBANK USA is not responsible for internet connectivity problems or issues or connection problems or issues caused by or related to the customer's computer security policies or security software. POSBANK USA reserves the right to change the terms and conditions of the SLA herein at anytime, without prior notice. Any issues, claims, torts or otherwise resulting from the terms and conditions

of this SLA will refer to the terms and conditions as outlined in the POPs for Restaurant End User License Agreement (EULA) for any formal grievances/actions claimed against POSBANK USA.

END of SLA.

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PART 1. Getting Started

Chapter 1. POPs Installation
Chapter 2. Windows Configuration
Chapter 3. POS Hardware Configuration
Chapter 4. POPs Software Configuration
Chapter 5. Network Configuration

WHAT YOU WILL LEARN IN THIS PART

In Part 1, we describe on how to install POPs Restaurant.

POPs Installation

1. Steps to Getting Started

➔ Recommended system requirements for **POPs Restaurant**

- CPU with Intel 1GHz or above
- 512MB RAM (1GB or above is recommended)
- 5GB HDD(SSD) Space
- Display with 1024 x 768 pixels
- Windows XP or Later Version of Windows

Supporting Languages

• English	English (United States)
• Korean	한국어 (대한민국)
• Japanese	日本語 (日本)
• Chinese (Simplified)	中文(简体)
• Chinese (Traditional)	中文(繁體)
• Deutsch	Deutsch (Deutschland)
• Spanish	español (España)
• Portuguese	português (Portugal)
• Vietnamese	Tiếng Việt (Việt Nam)
• French	français (France)
• Russian	русский (Россия)
• Arabic	العربية (المملكة العربية السعودية)

2. Install and Start

NOTE: **Antivirus Software Interference**

Before installing the POPs Restaurant application, you must disable any antivirus scanning software on your machine. Antivirus scanning software may prevent the installation package's custom actions from properly executing. For example, during POPs Restaurant installation, Norton AntiVirus Auto-Protect warns that a potentially dangerous script may execute during installation. The script must be able to run in order to complete installation successfully.

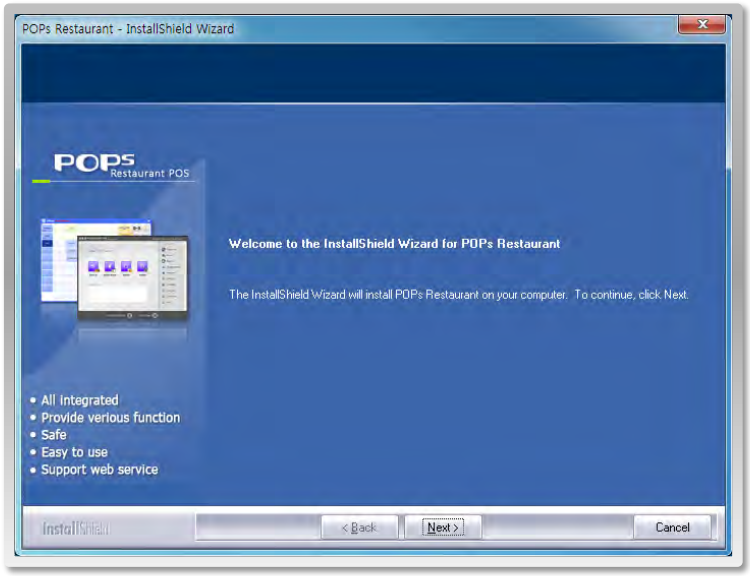
➔ **Step 1 : POPs Installation**

NOTE: *The following screens might be slightly different from your screens based on Windows versions.*

Run the POPs Setup file.

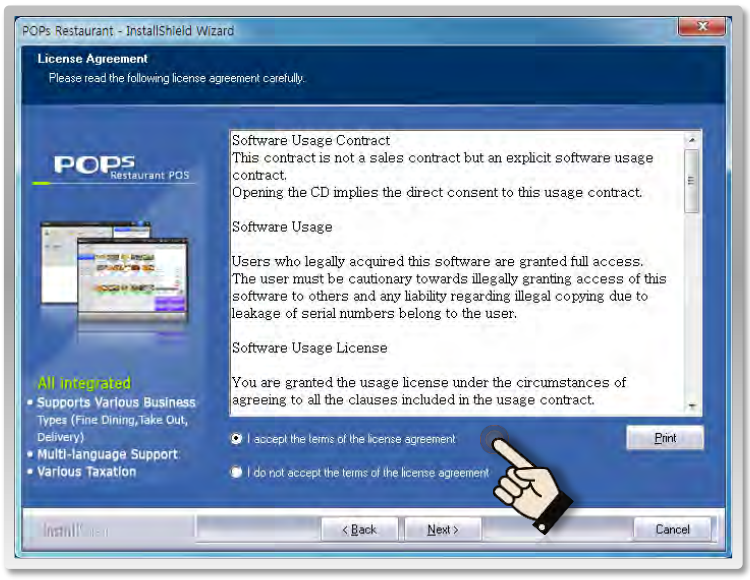
➔ **Step 2 : The installation process will start.**

The InstallShield Wizard screen will appear. To continue, click the *[Next]* button.



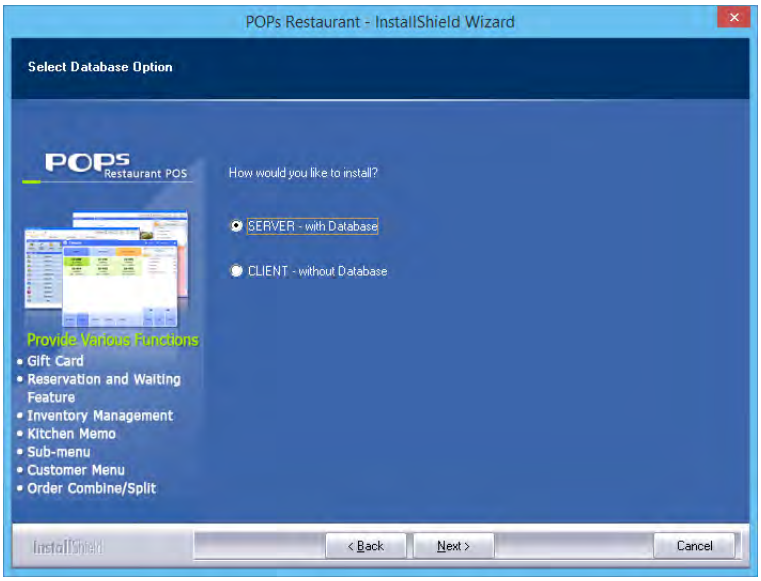
➔ Step 3 : Software Usage License Agreement screen

The License Agreement screen will appear. Please carefully and slowly read over the license agreement. If you wish to accept the terms in the license agreement, select *[I accept the terms in the license agreement]*, and then click the *[Next]* button.


POPs Restaurant - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
POPS
Restaurant POS
All integrated
• Supports Various Business Types (Fine Dining,Take Out, Delivery)
• Multi-language Support
• Various Taxation
Software Usage Contract
This contract is not a sales contract but an explicit software usage contract.
Opening the CD implies the direct consent to this usage contract.
Software Usage
Users who legally acquired this software are granted full access.
The user must be cautionary towards illegally granting access of this software to others and any liability regarding illegal copying due to leakage of serial numbers belong to the user.
Software Usage License
You are granted the usage license under the circumstances of agreeing to all the clauses included in the usage contract.
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Print
InstallShield
< Back
Next >
Cancel

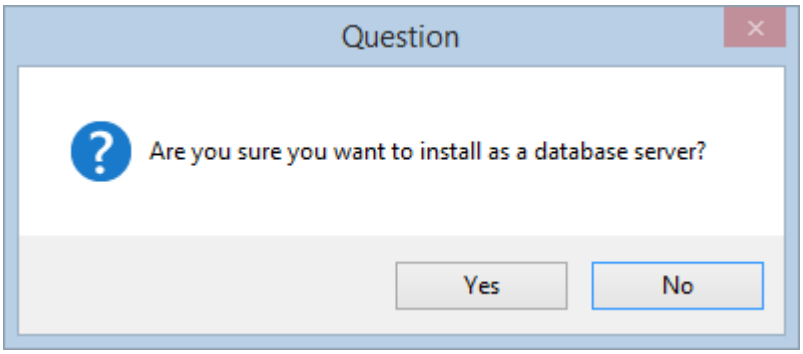
➔ Step 4 : Select Database Option

If POS system needs to install a Database Server, select *[SERVER]*. If database server is already installed within your network, select *[CLIENT]*. And then, click the *[Next]* button.



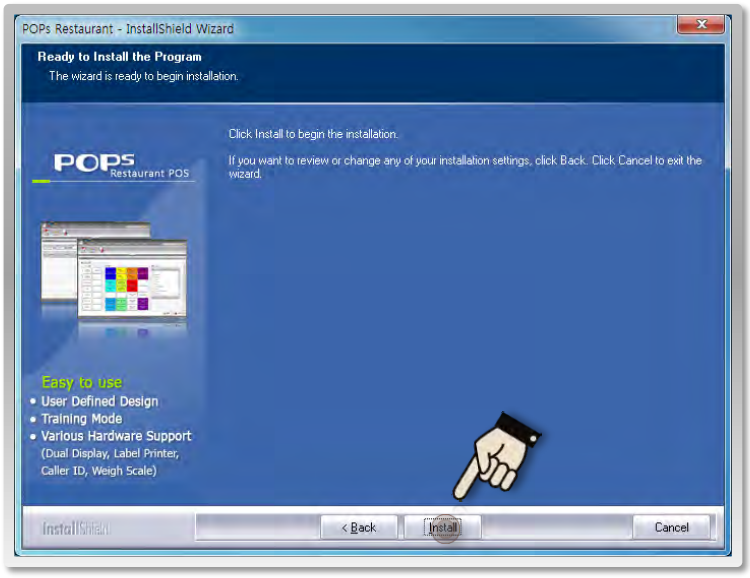
➔ Step 5 : Confirmation of Installing the Database Server

Click *[YES]* when a window appears asking whether you want to create the Database Server.

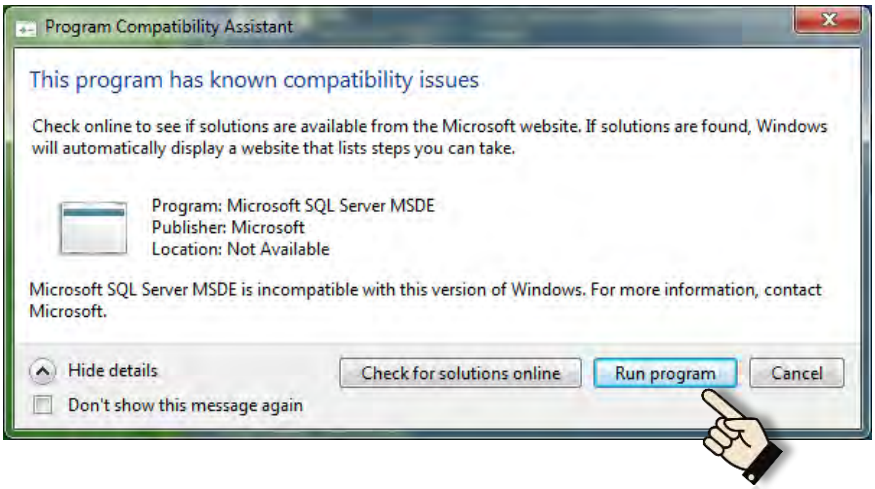


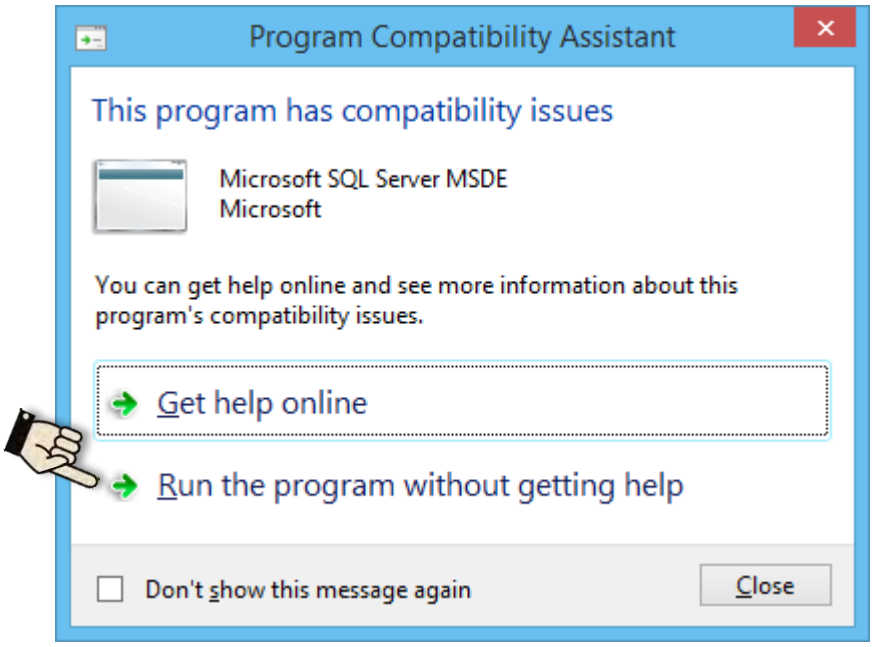
➔ Step 6 : Ready to Install the Program

The wizard is ready to begin installation.
To continue, click the *[Install]* button.


POPs Restaurant - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
POPS
Restaurant POS
Easy to use
• User Defined Design
• Training Mode
• Various Hardware Support
(Dual Display, Label Printer, Caller ID, Weigh Scale)
InstallShield
< Back
Install
Cancel

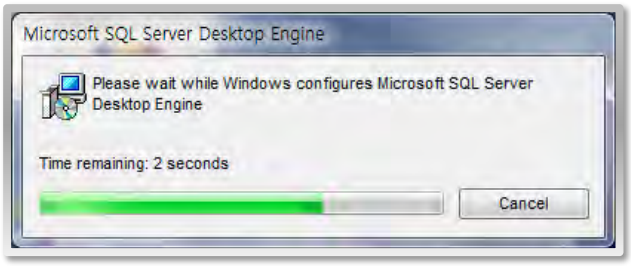
If you have a compatibility issue as follows, please just click "Run program".


Program Compatibility Assistant
This program has known compatibility issues
Check online to see if solutions are available from the Microsoft website. If solutions are found, Windows will automatically display a website that lists steps you can take.
Program: Microsoft SQL Server MSDE
Publisher: Microsoft
Location: Not Available
Microsoft SQL Server MSDE is incompatible with this version of Windows. For more information, contact Microsoft.
Hide details
Check for solutions online
Run program
Cancel
Don't show this message again


Program Compatibility Assistant
This program has compatibility issues
Microsoft SQL Server MSDE
Microsoft
You can get help online and see more information about this program's compatibility issues.
Get help online
Run the program without getting help
Don't show this message again
Close

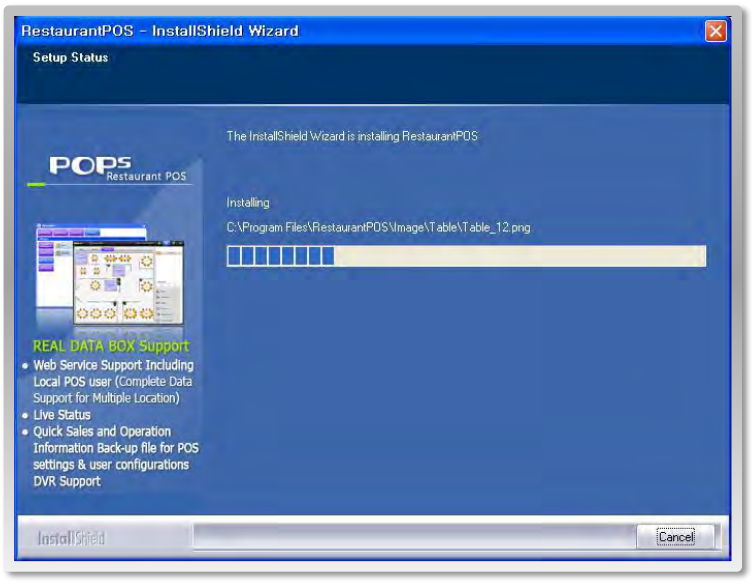
➔ **Step 7 : Database Server Installation**

Please wait while Windows configures Microsoft SQL Server Desktop Engine.


Microsoft SQL Server Desktop Engine
Please wait while Windows configures Microsoft SQL Server Desktop Engine
Time remaining: 2 seconds
Cancel

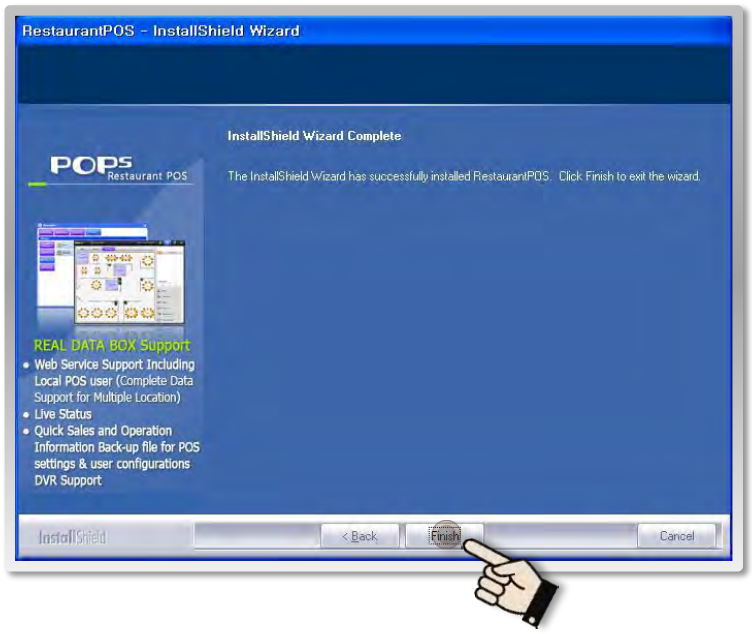
➔ **Step 8 : Setup Status**

The InstallShield Wizard is installing **POPs Restaurant**.



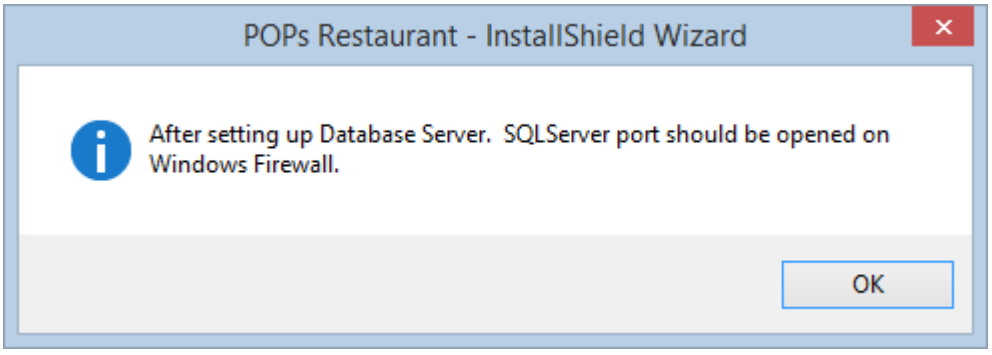
➔ Step 9 : Complete

After the installation has completed, press the *[Finish]* button.
Congratulations! You have successfully installed **POPs Restaurant.**


RestaurantPOS - InstallShield Wizard
InstallShield Wizard Complete
The InstallShield Wizard has successfully installed RestaurantPOS. Click Finish to exit the wizard.
POPs
Restaurant POS
REAL DATA BOX Support
Web Service Support Including Local POS user (Complete Data Support for Multiple Location)
Live Status
Quick Sales and Operation Information Back-up file for POS settings & user configurations
DVR Support
InstallShield
< Back
Finish
Cancel

➔ Step 10 : Firewall Confirmation

If this station is the Database Server, Firewall setting needs to be changed to open SQL Server port.


POPs Restaurant - InstallShield Wizard
After setting up Database Server. SQLServer port should be opened on Windows Firewall.
OK

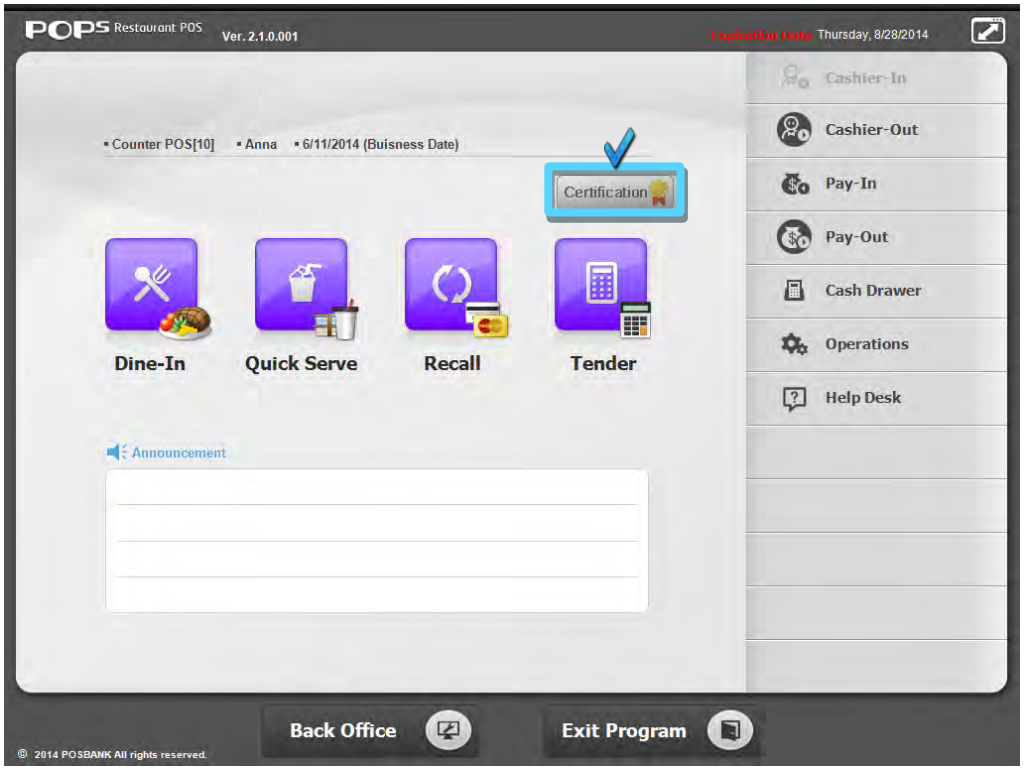
3. Registration

➔ POPs Restaurant License Registration

Please contact your sales representative to obtain Product Key for your POPs Restaurant software.

- **To have the Product Certified:**

To start certifying the product, click *[Certification]* button.



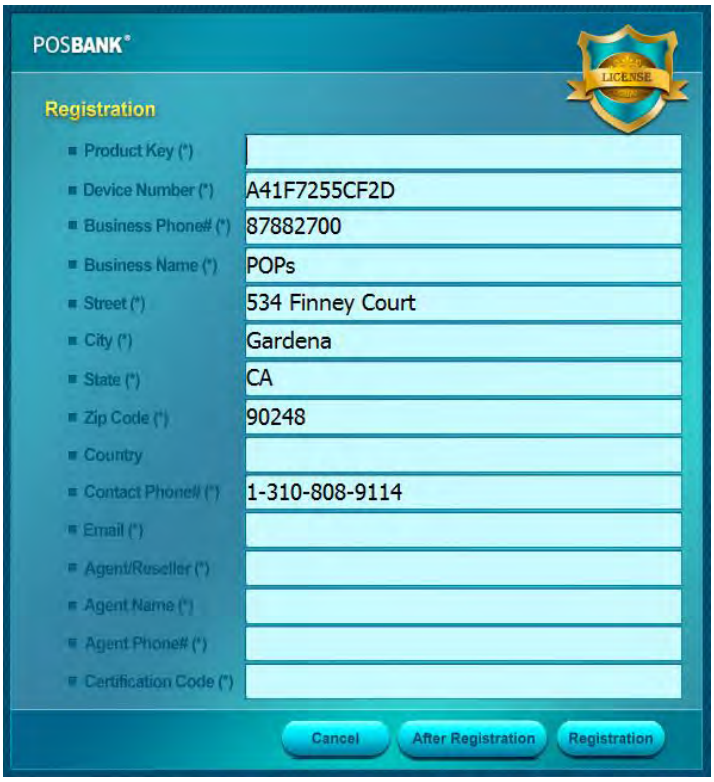
Step 1 : Check "**I Accept the Agreement**", and then click "**Next**".

POSBANK
License Agreement
END-USER LICENSE AGREEMENT (EULA) FOR POP'S FOR RESTAURANT
AND POP'S FOR RETAIL POINT OF SALE SOFTWARE (REV-02PEL)
IMPORTANT PLEASE READ THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT CAREFULLY BEFORE CONTINUING WITH THIS PROGRAM LICENSE PURCHASE AND/OR PROGRAM INSTALL: PBUS TECH, INC (DBA POSBANK USA) End-User License Agreement ("EULA") is a legal agreement between "YOU" (either an individual or a single entity licensee) and PBUS TECH, INC, for the PBUS TECH, INC, software product(s) identified above which may include associated software components, media, printed materials, and "online" or electronic documentation ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using the SOFTWARE PRODUCT, you agree to be bound by the terms of this EULA. If you do not agree in entirety to the terms of this EULA, do not install or use the SOFTWARE PRODUCT.
The SOFTWARE PRODUCT is protected by United States of America copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The SOFTWARE PRODUCT is licensed, NOT SOLD. YOU are only purchasing the license to use the
I Accept the Agreement
Next
Close

Step 2 : If you do not have Certification Code yet, please click *[After Registration]* button. And then register your product online to get the Certification Code.

If you already have your certification code, fill out all the blanks except the field of *[Certification Code]*. This field will be populated automatically as soon as you click *[Registration]* button.

When you are done entering information, click *[Registration]* button to finish the registration process.



* Initial registration of POPs Restaurant software requires internet connectivity.

4. Program Update

➔ POPs supports update services for new or improved features.

1) Manual Update

- Download a compressed update file from the website. Decompress the file in the program's installation folder.
- Make sure to confirm the update file is newer than the software installed.
- Ask your tech support team about the web address for downloading a update file.

2) Auto Update

(1) Forced Update: Run "Update Manager" utility

- Update regardless of current version of Pops Restaurant.
- Run "Update Manager" from Start / Program / Restaurant POS / Update Manager in Windows 7 or below. In Windows 8, search "Update Manager" in App search

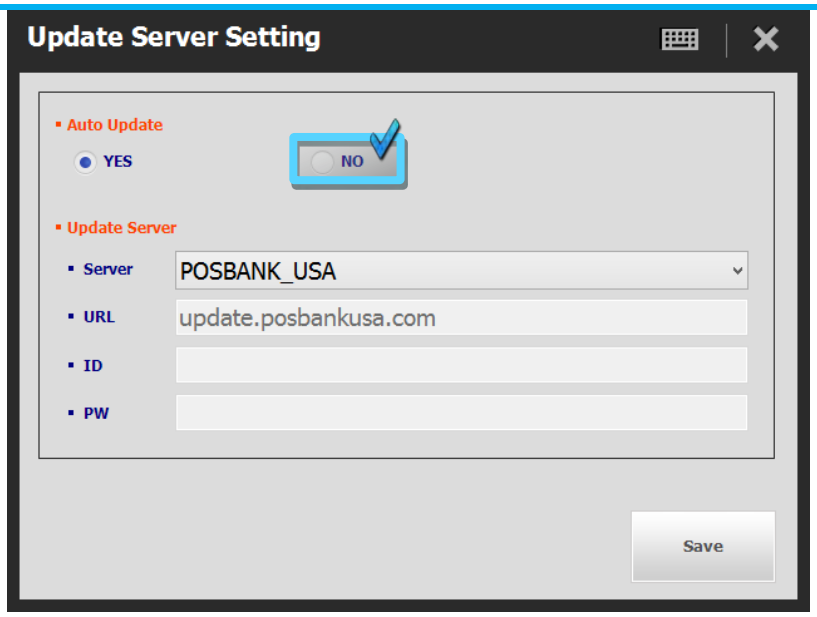
[Attention]

- If you have an error as the following image, you need to register server information. Server information is registered at [Operation Management --> Settings --> Store --> Update Server Setting].

NOTE: Run the application as the Administrator to register the server information.

(2) Scheduled Update

- Whenever POPs Restaurant starts to run, it will search Update Server for newer version and compares to currently installed version to decide whether to download and update.
- If the currently installed Pops Restaurant is newer than update version, POPs Restaurant does not proceed with update.
- To set up for Auto Update, check the *[Yes]* button, and click *[Save]* at [Operation Management --> Settings --> Store --> Update Server Setting]


Update Server Setting
Auto Update
YES
NO
Update Server
Server
POSBANK_USA
URL
update.posbankusa.com
ID
PW
Save

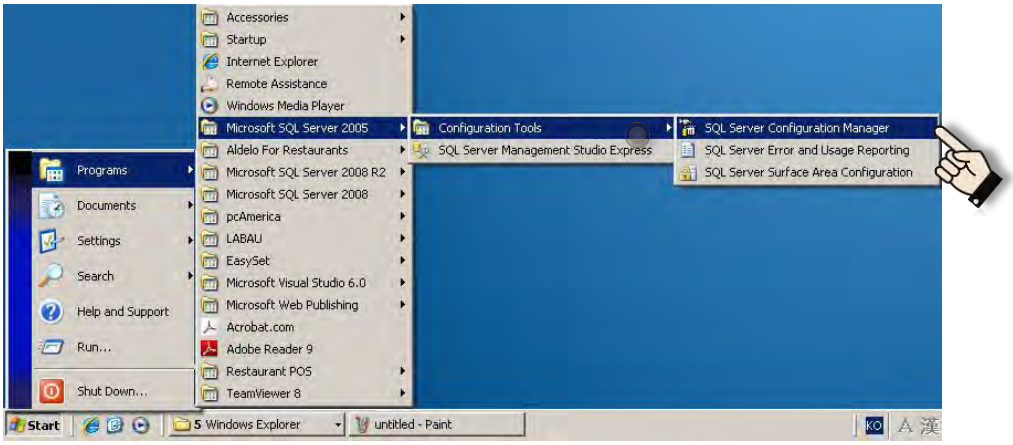
Windows Configuration

1. Microsoft SQL Configuration

➔ When the Client Station fails to connect to Database Server, use Microsoft SQL Manager to change port settings.

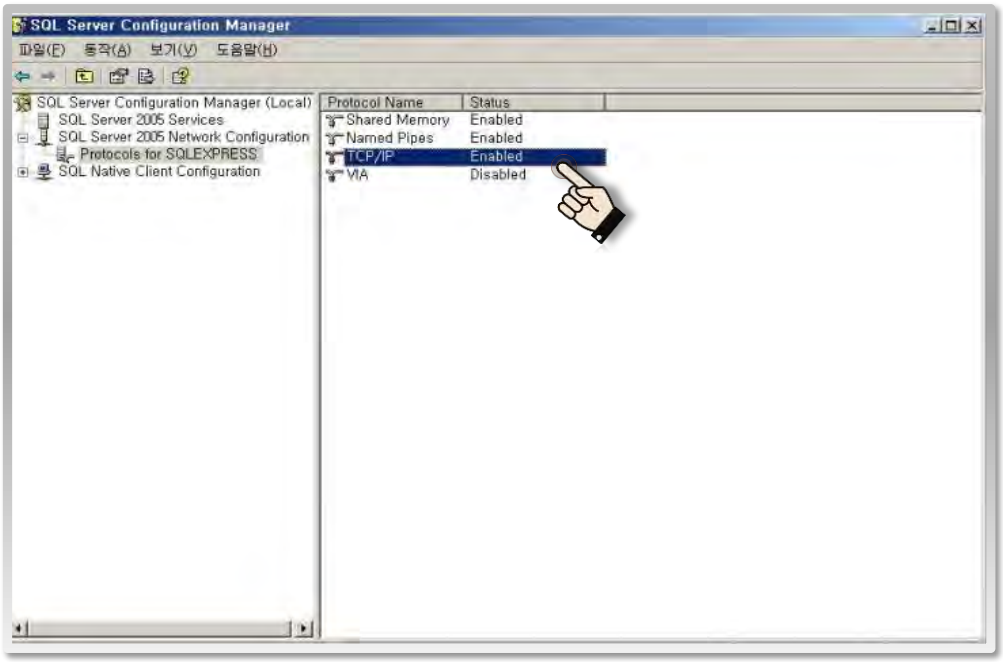
➔ **Step 1 : POPs Install**

Click *[SQL Server Configuration Manager]*



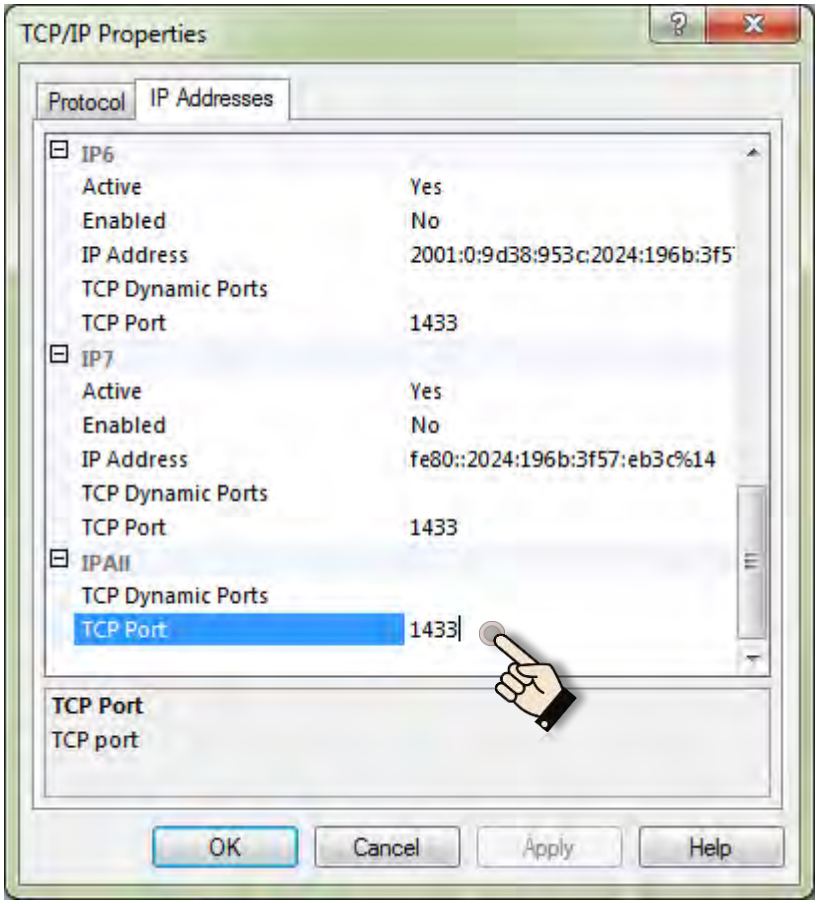
➔ **Step 2 : SQL Server Configuration Manager**

Protocols for SQLEXPRESS -> Double Click *[TCP/IP]*



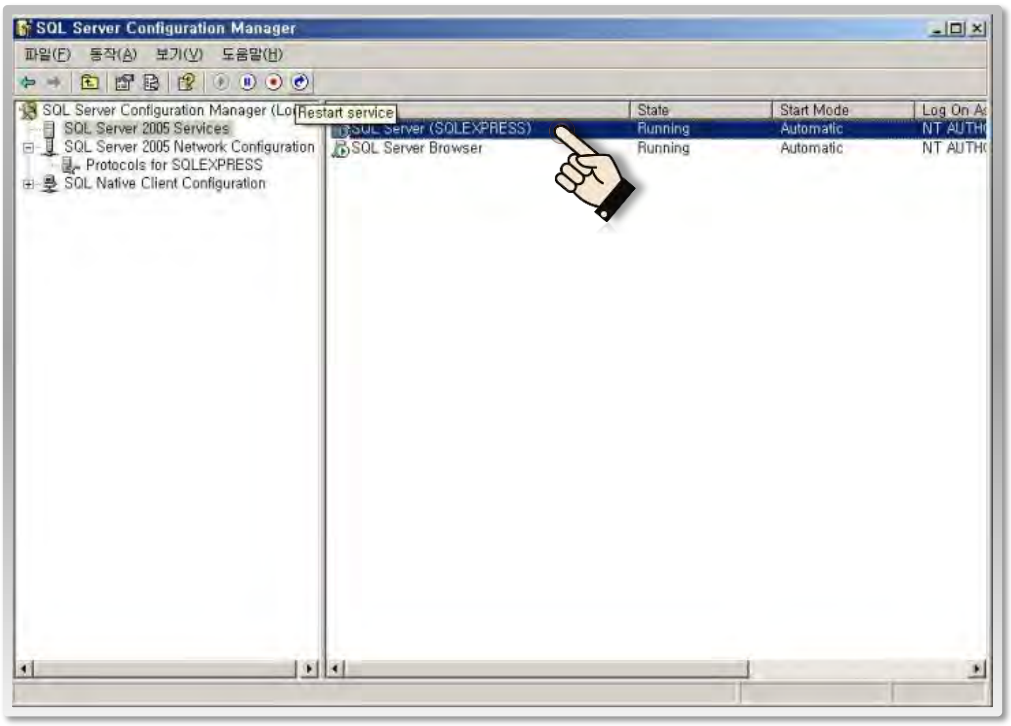
➔ Step 3 : TCP/IP Information

Find and Set IP All TCP Port to *[1433]*



➔ **Step 4 : Restart the SQL Service**

Select *SQL Server(SQLEXPRESS)*, Click *Restart service*.



2. Firewall Settings

➔ Pops Restaurant communicates with MSSQL Server through **PORT:1433**
The station with Database (Database Server) should be set to open port **1433** for communications with clients.

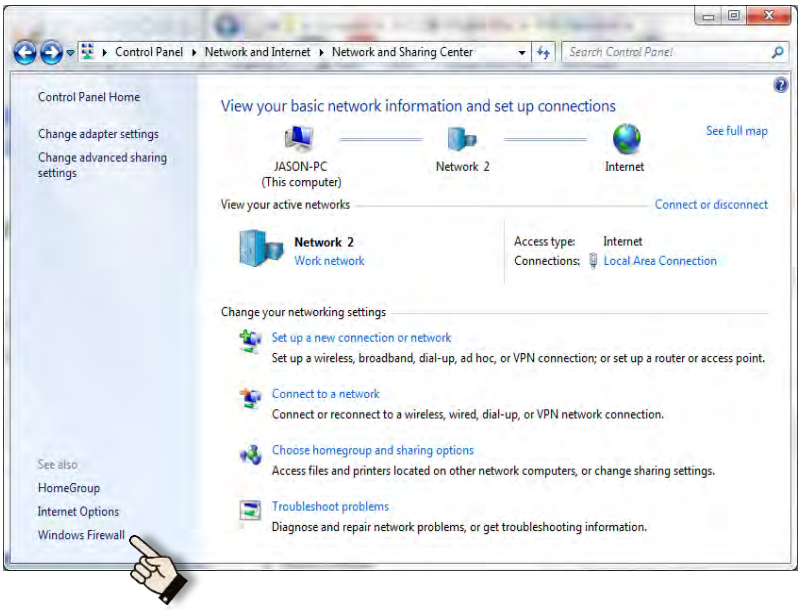
Firewall will block attacks from viruses and malicious codes except for verified processes.

1) Windows 7

➔ **Step 1 :** Run Windows Firewall from Control Panel

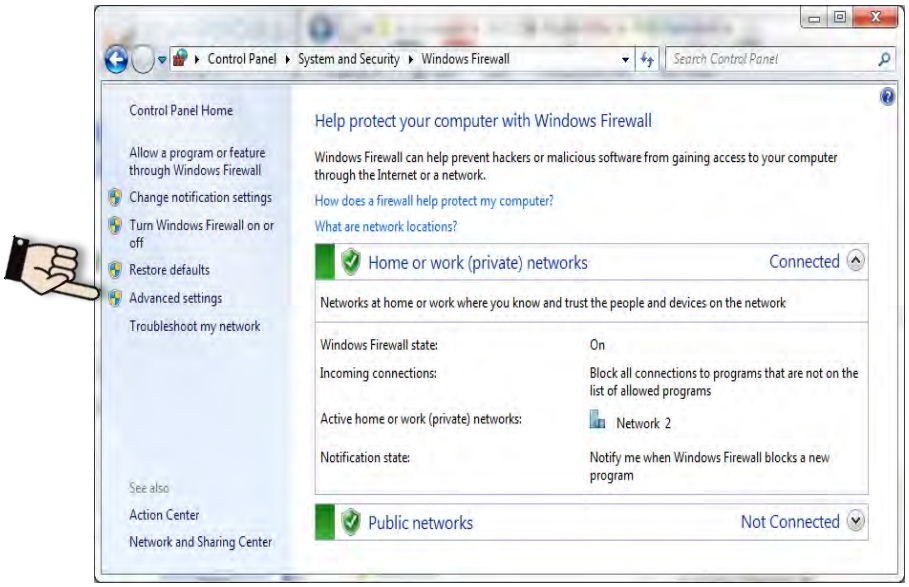
Click Start → Settings → [Control Panel] and open the Windows as follows.
Click [View Network Status and Tasks].

From *[View Network Status and Tasks]* run *[Windows Firewall]*.

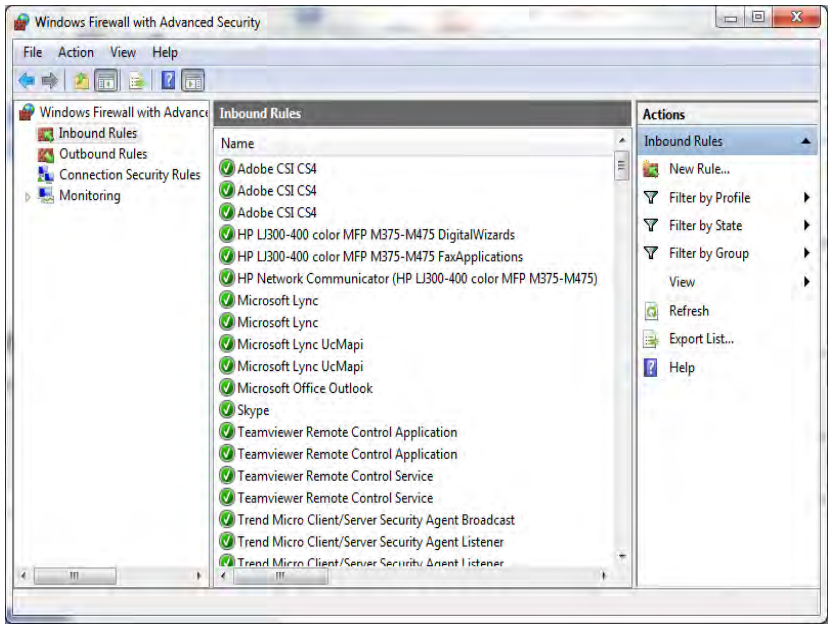

Control Panel ▸ Network and Internet ▸ Network and Sharing Center
Search Control Panel
Control Panel Home
Change adapter settings
Change advanced sharing settings
View your basic network information and set up connections
See full map
JASON-PC
(This computer)
Network 2
Internet
View your active networks
Connect or disconnect
Network 2
Work network
Access type: Internet
Connections: Local Area Connection
Change your networking settings
Set up a new connection or network
Set up a wireless, broadband, dial-up, ad hoc, or VPN connection; or set up a router or access point.
Connect to a network
Connect or reconnect to a wireless, wired, dial-up, or VPN network connection.
Choose homegroup and sharing options
Access files and printers located on other network computers, or change sharing settings.
Troubleshoot problems
Diagnose and repair network problems, or get troubleshooting information.
See also
HomeGroup
Internet Options
Windows Firewall

Step 2 : Check Firewall Use from Windows Firewall (Inbound Rule Setting)

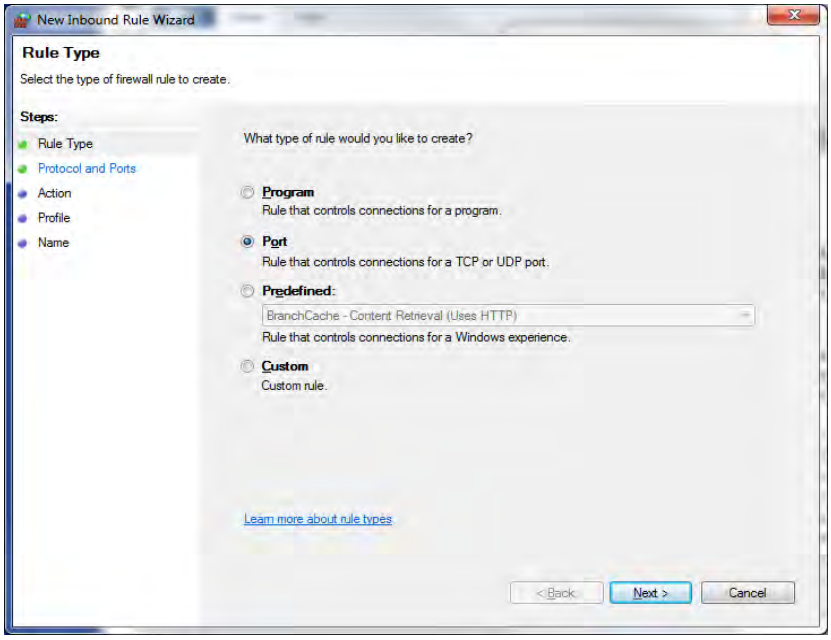
Click *[Advanced Settings]* at the left pane.


Control Panel ▸ System and Security ▸ Windows Firewall
Search Control Panel
Control Panel Home
Allow a program or feature through Windows Firewall
Change notification settings
Turn Windows Firewall on or off
Restore defaults
Advanced settings
Troubleshoot my network
See also
Action Center
Network and Sharing Center
Help protect your computer with Windows Firewall
Windows Firewall can help prevent hackers or malicious software from gaining access to your computer through the Internet or a network.
How does a firewall help protect my computer?
What are network locations?
Home or work (private) networks
Connected
Networks at home or work where you know and trust the people and devices on the network
Windows Firewall state: On
Incoming connections: Block all connections to programs that are not on the list of allowed programs
Active home or work (private) networks: Network 2
Notification state: Notify me when Windows Firewall blocks a new program
Public networks
Not Connected

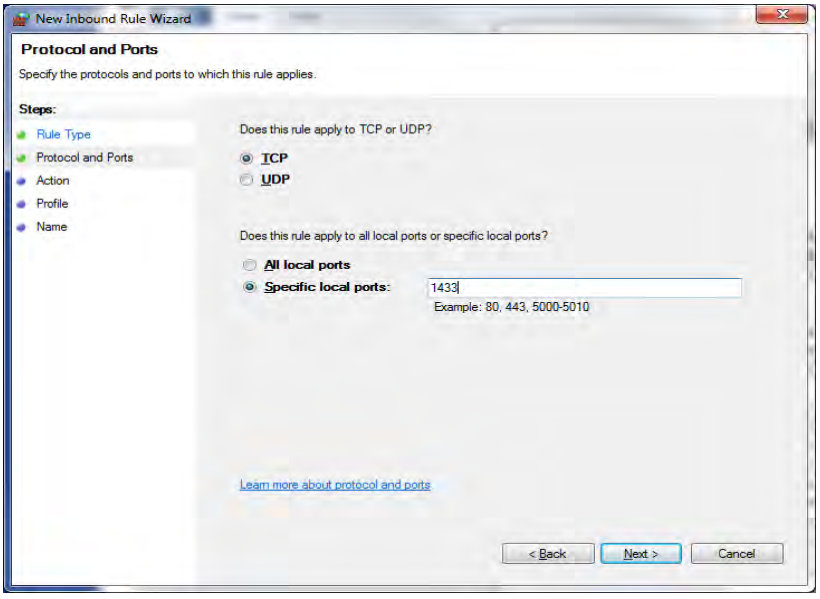
Click *[Inbound Rules] from [Advanced Settings]* at the left pane and select *[New Rules] from the right pane.*



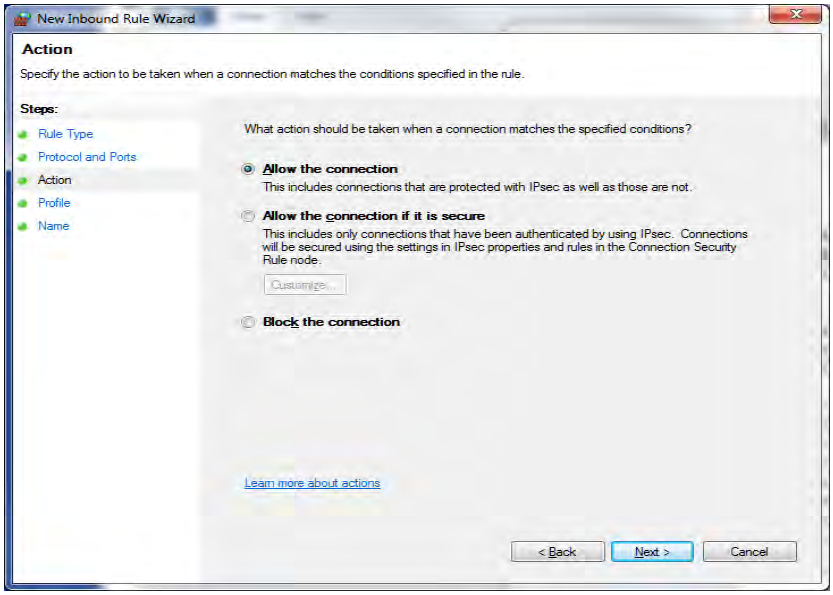
When *[New Inbound Rule Wizard]* opens. Check *[Port]* and click *[Next]* to go to the next screen.



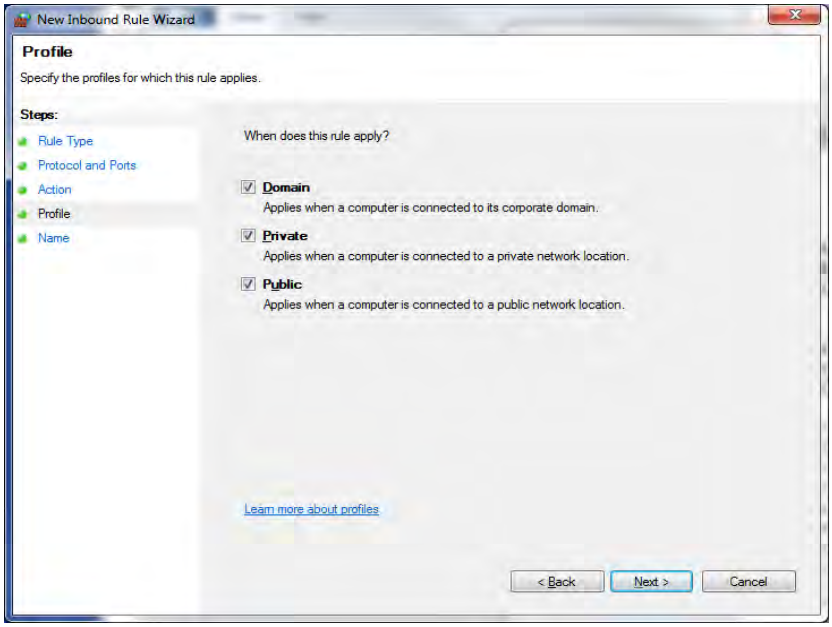
In Protocol and Ports stage, please make sure *[TCP]* has been checked, and enter **1433** in *[Specific local ports].* Then click *[Next]* Button.



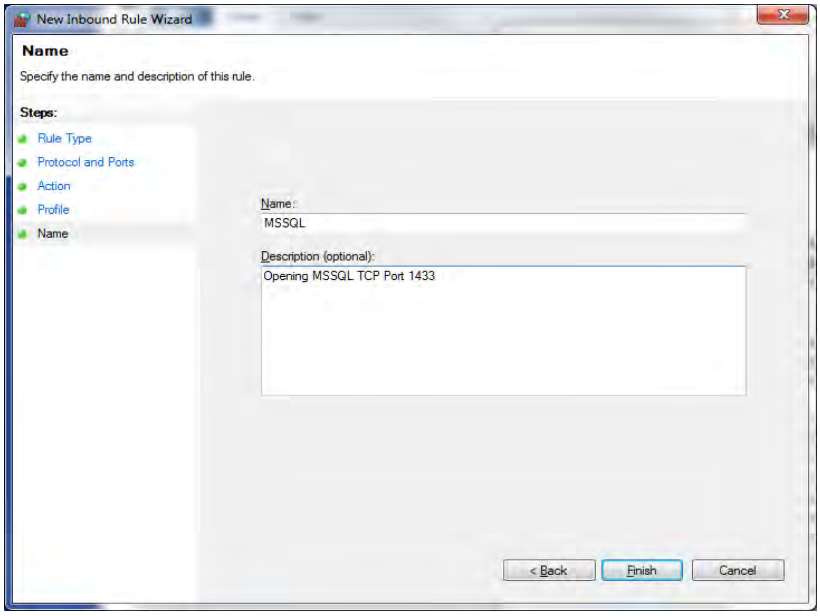
In Action stage, accept the default values which is *[Allow the connection]* checked, and click *[Next]* .


New Inbound Rule Wizard
Action
Specify the action to be taken when a connection matches the conditions specified in the rule.
Steps:
Rule Type
Protocol and Ports
Action
Profile
Name
What action should be taken when a connection matches the specified conditions?
Allow the connection
This includes connections that are protected with IPsec as well as those are not.
Allow the connection if it is secure
This includes only connections that have been authenticated by using IPsec. Connections will be secured using the settings in IPsec properties and rules in the Connection Security Rule node.
Customize...
Block the connection
Learn more about actions
< Back
Next >
Cancel

In Profile stage, accept the deault values and click *[Next]* button.



In Name Inbound Rule stage, enter "MSSQL" or any other name you like in the Name field, and give some descriptions.
And then click *[Finish]* button to finish up this wizard.



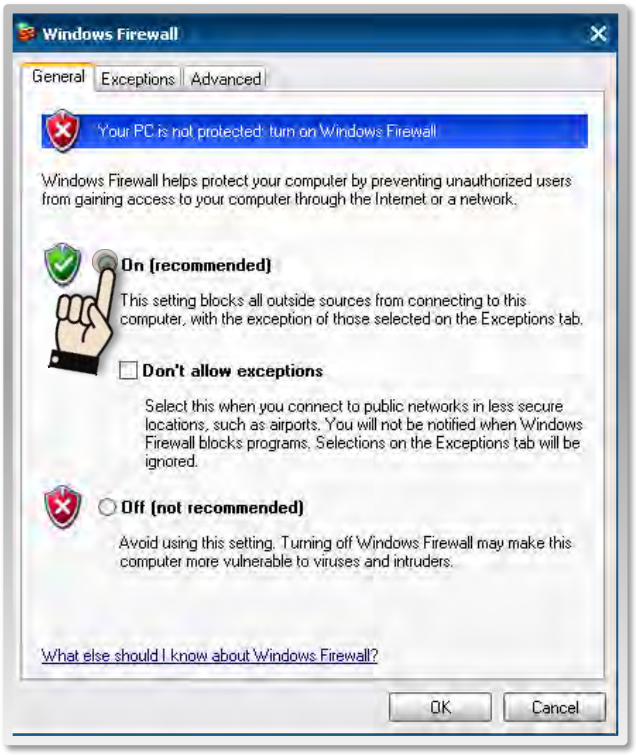
2) Windows XP

➔ Step 1 : Configuring Windows Firewall in Control Panel

To run Windows Firewall, double-click *[Windows Firewall]* at *Start → Settings → Control Panel → Windows Firewall* as follows:

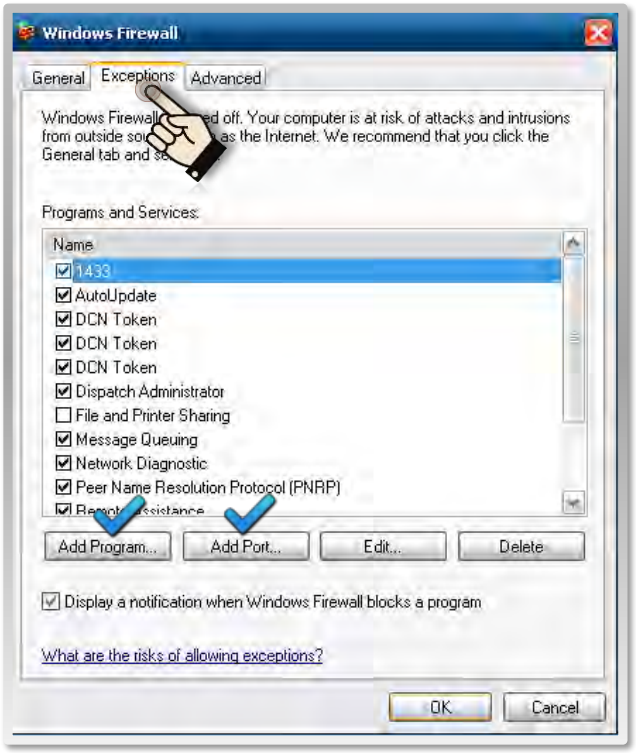
➔ Step 2 : Turning On Windows Firewall

Check *[On (recommended)]* on General Tab.


Windows Firewall
General
Exceptions
Advanced
Your PC is not protected: turn on Windows Firewall
Windows Firewall helps protect your computer by preventing unauthorized users from gaining access to your computer through the Internet or a network.
On (recommended)
This setting blocks all outside sources from connecting to this computer, with the exception of those selected on the Exceptions tab.
Don't allow exceptions
Select this when you connect to public networks in less secure locations, such as airports. You will not be notified when Windows Firewall blocks programs. Selections on the Exceptions tab will be ignored.
Off (not recommended)
Avoid using this setting. Turning off Windows Firewall may make this computer more vulnerable to viruses and intruders.
What else should I know about Windows Firewall?
OK
Cancel

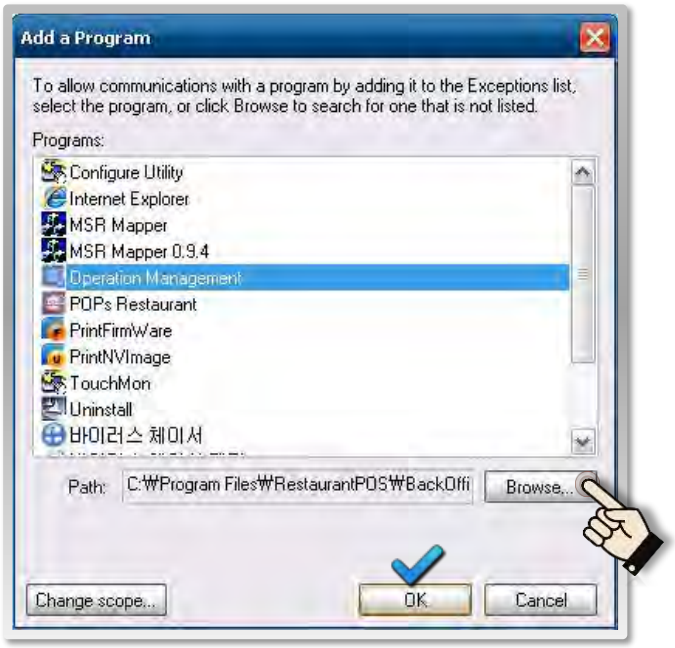
➔ Step 3 : Setting Exceptions from Windows Firewall

Select *[Exceptions]* tab and click *[Add Program]* and *[Add Port]* to set up the POPs program and the MSSQL port.



➔ Step 4 : Adding Program

Click *[Browse]*, find POPs Restaurant, and click *[Open]*. In *[Add a Program]* window, click on POPs Restaurant, and click *[OK]* button.



➔ Step 5 : Adding MSSQL Port

Click *[Add Port]*, and type “sql” or any name you like in the Name field. Enter “1433” in the Port number field. Click [OK].

Add a Port
Use these settings to open a port through Windows Firewall. To find the port number and protocol, consult the documentation for the program or service you want to use.
Name:
sql
Port number:
1433
TCP
UDP
What are the risks of opening a port?
Change scope...
OK
Cancel

3. Resolution Settings

➔ The optimal resolution for POPs Restaurant is 1024 x 768.

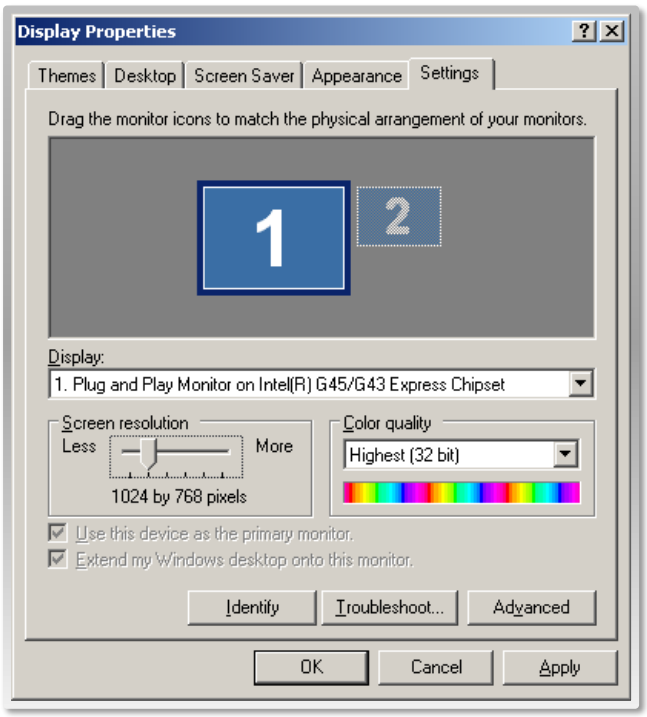
- Main Display (15″) : 1024 x 768
- 12″ 2nd dual display : 800 x 600 or above

➔ 1) Resolution Setting

Right click blank space on desktop. Click properties from the context menu.

➔ 2) Changing Resolution Settings

Select [Settings] on *[Display Properties]* Tab



1 Adjust screen resolution on Main Display

2 Adjust screen resolution on 2nd Display

4. Regional, Date & Time Settings,

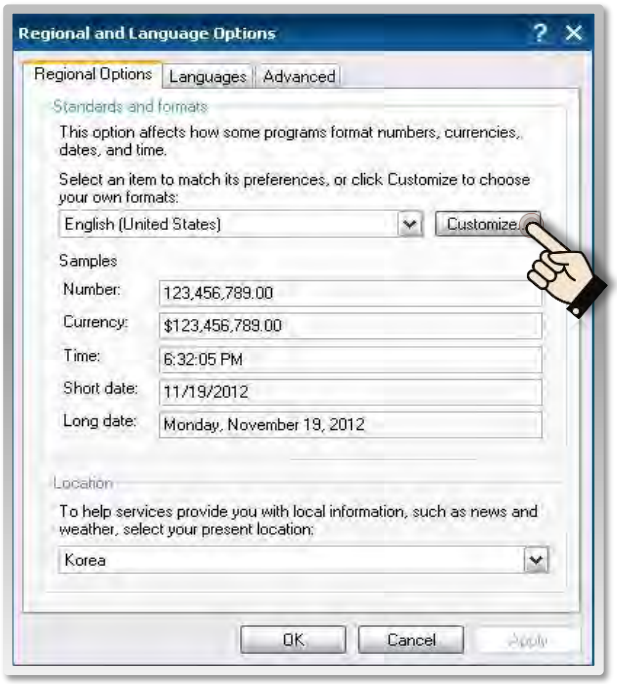
➔ POPs Restaurant uses values from Windows System Settings for Date and Time formats.

➔ **1) Regional and Language Settings from Control Panel**

From desktop screen, click *[Start] → [Settings] → [Control Panel],* and open the window as follows:

➔ **2) Adjusting Regional and Language from Control Panel**

Select proper format for your region from *[Regional Options Tab]* or change formats by clicking *[Customize]* button.



POS Hardware Configuration

POS Hardware can be configured according to store's environments with various options.

This chapter covers efficient configurations of POS Hardware to help store operations. In order to control POS station and peripherals efficiently, it's better to set up devices individually.

1. POS Software (Software for Restaurant)
2. POS SYSTEM (Touch Monitor + Terminal)
3. Magnetic Stripe Reader(MSR), Smart Card Reader(SCR)
4. Cash Drawer
5. Receipt Printer

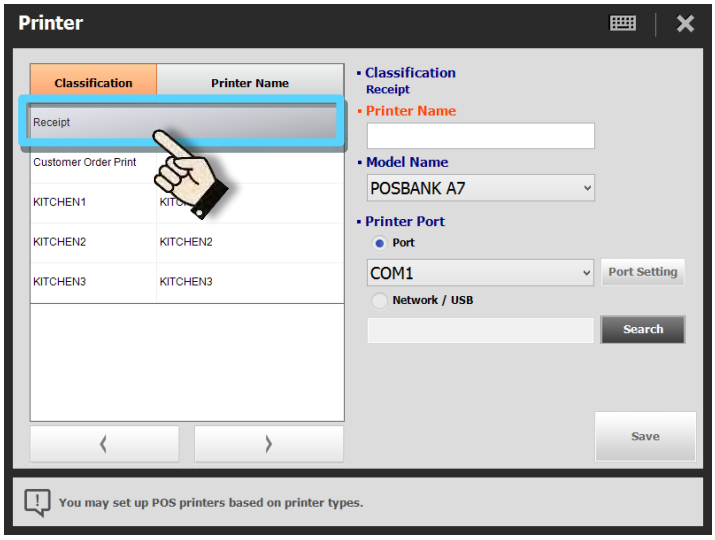
Others: Customer Display, 2nd Display(12.1″ or 15″), and so on

1. Printers

1) Receipt Print

A POS peripheral for prining receipts:

- **Interface: USB, RS-232, Parallel support**
- **Settings: Operation → Settings → POS → Printer**



[Printer Name] Give a Printer Name: could be any name you like.

[Model Name] Select Printer Model you are going to use.

[Printer Port]

- ***Port***: Check this option for the printers that are connected directly to this POS system through the Parallel or Serial port.
- ***[Port Setting]*** Click this button to set up a Serial Port.
- ***Network / USB***: Check this option for the printers that are shared and connected over network: USB connection should use this option.

  < Method 1 >
  Network Path: \\Computer Name or IP Address\ShareName

  This method uses the serial printer driver.

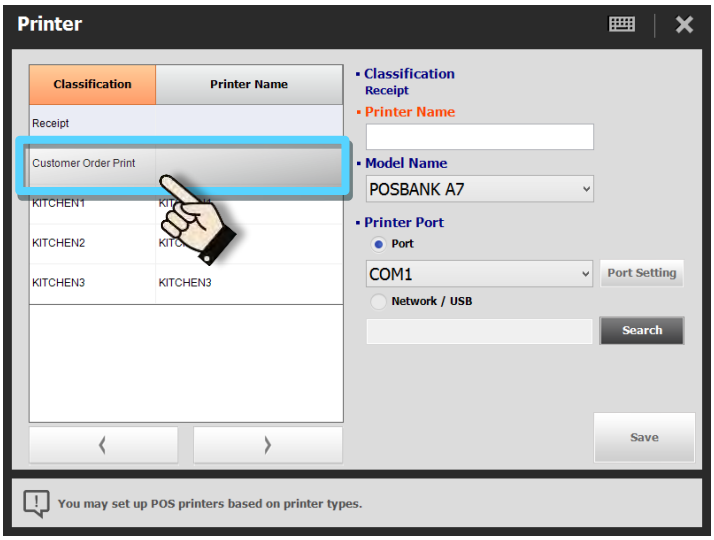
  < Method 2 >
  Click [Search] button, and then select a printer from the combo box.

  This method uses the Windows printer driver.

2) Customer Order Print

A POS peripheral for printing customer's order.

- **Interface: USB, RS-232, Parallel support**
- **Settings: Operation → Settings → POS → Printer**



[Printer Name] The same as previous
[Model Name] The same as previous
[Printer Port] The same as previous

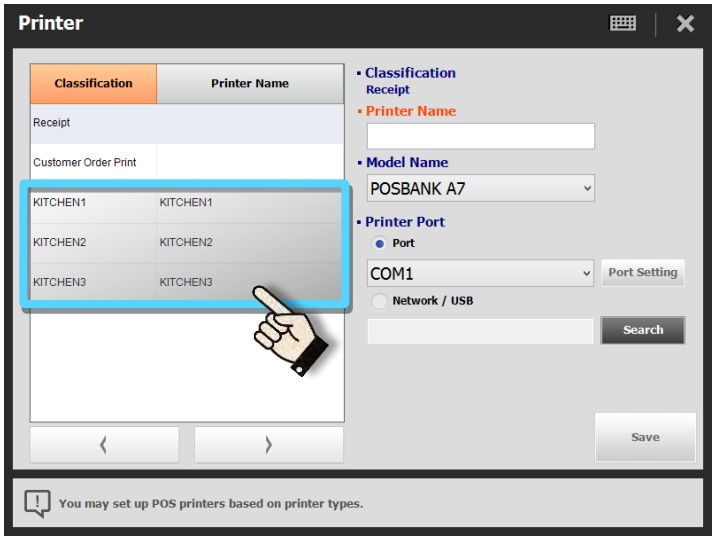
- ***Port***: The same as previous
- ***Network Shared***: The same as previous

3) Kitchen Print

A printer in the kitchen for printing orders to handle work promptly and efficiently.

In some cases, multiple kitchen printers are used in accordance with the settings from POS station, where orders are deliverd to assigned printer(s).

- **Interface: USB, RS-232, Parallel, Ethernet**
- **Settings: Operation → Settings → POS → Printer**



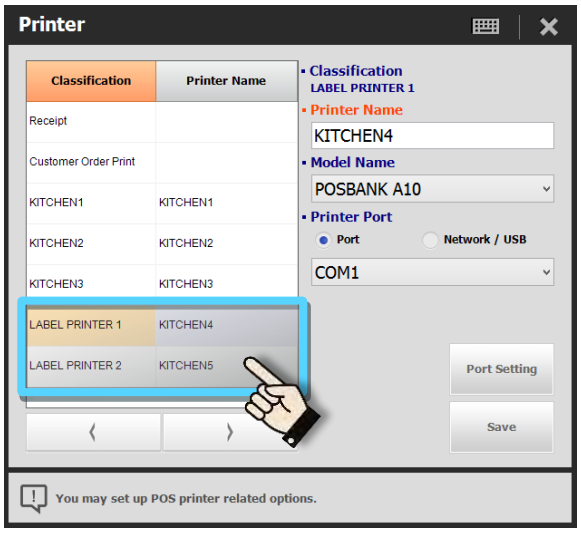
[Printer Name] The same as previous
[Model Name] The same as previous
[Printer Port] The same as previous

- ***Port***: The same as previous
- ***Network Shared***: The same as previous

4) Label

A POS peripheral for printing labels or stickers with barcodes.

- **Usage: printing product barcodes. Various stickers or label can be printed. Ex) A label for hot coffee with customer's name on it.**
- **Interface: USB, RS-232, Parallel Support**
- **Settings: Operation → Settings → POS → Printer**



[Printer Name] The same as previous
[Model Name] The same as previous
[Printer Port] The same as previous

- ***Port***: The same as previous
- ***Network Shared***: The same as previous

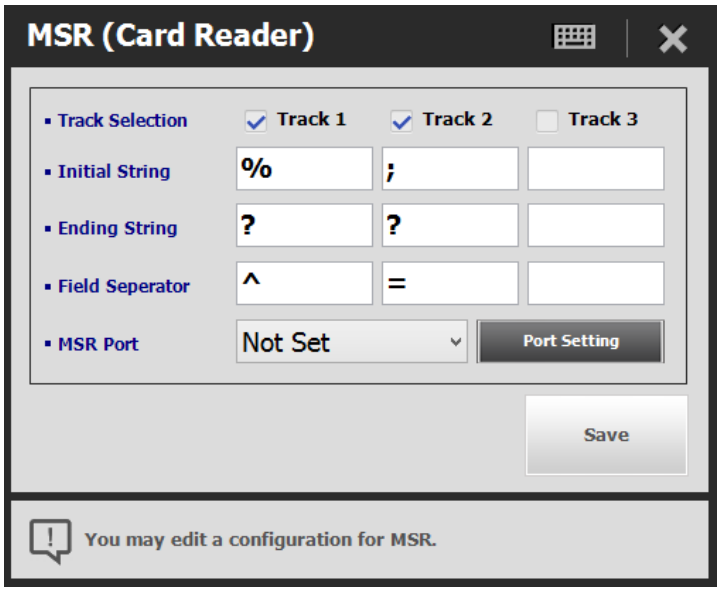
[Port Setting] The same as previous

NOTE:
As of version 2.1.0.001, this feature is not implemented yet.

2. Magnetic Stripe Reader (MSR)

A device for reading information stored in a magnetic stripes on Credit Cards, Membership Cards, or Gift Cards

- Usage: Reads information stored in magnetic cards.
- Interface: USB, PS/2 Support
- Settings: Operation → Settings → POS → MSR(Card Reader)

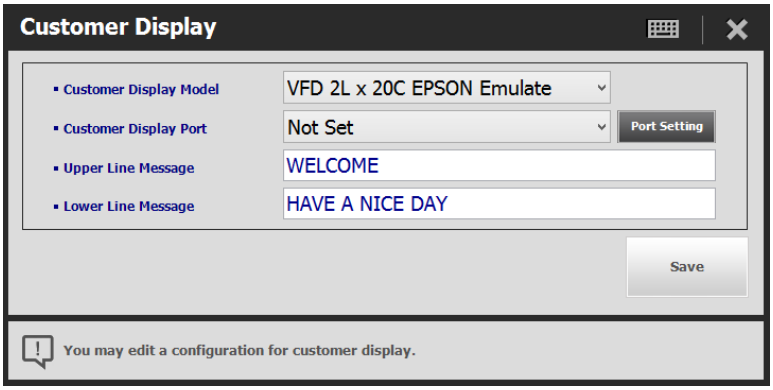


3. Customer Display (CDP)

VFD or LCD type
Rear or Pole type: Intergrated / Stand Alone

It displays information of items or payment.

- Usage: Displays Menu Information, Settlement Information (Amount Due, Tender Type, Change, etc.)
- Interface: RS-232 support
- Settings: Operation → Settings → POS → Customer Display

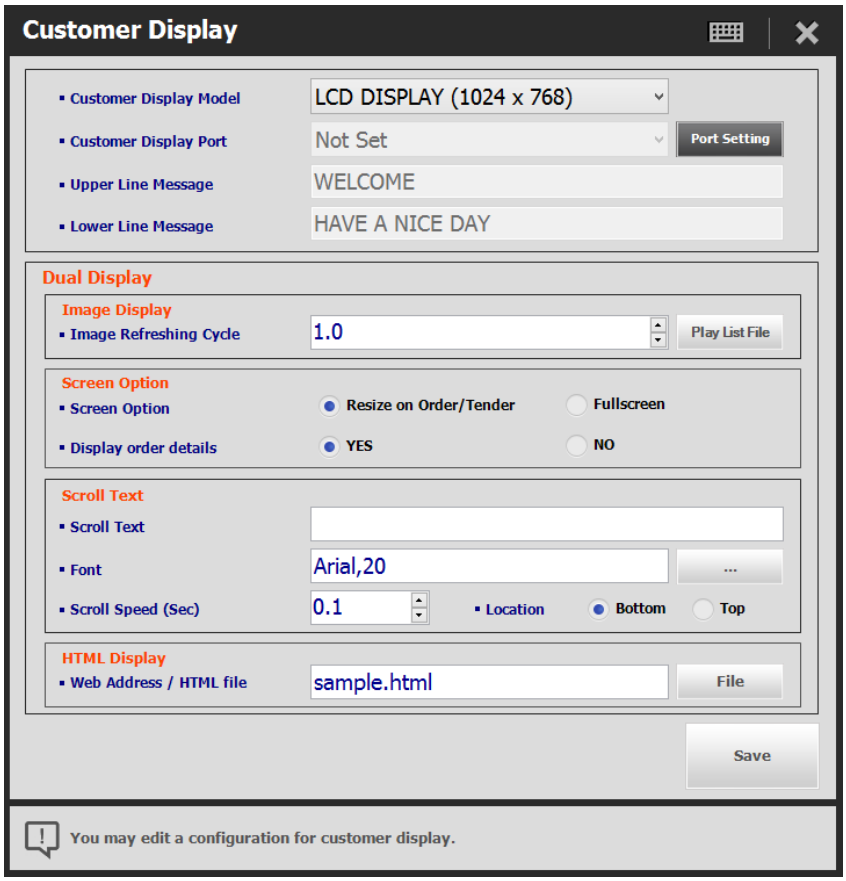


4. Dual Display

2nd Display or Dual Display
(15 inch or 12.1 inch or 10.1 inch supported)

It displays price information, or plays videos for store promotions, special events, etc

- Usage: Display Commercials, Videos, Menu Information, or Settlement Information
- Interface: USB and VGA
- Settings: Operation → Settings → POS → Customer Display → Select *[Dual Display]* from Customer Display Model.



- *Refresh Image Every:* Image cycling period in seconds
- *Play List File:* Click this button for further settings of images and videos. *(refer to Play List File setting)*
- *Screen Option*
  - *Resize on Order/Tender:* Automatically resizes screen to display Order and Settlement Information
  - *Fullscreen:* Displays Preset Images and Videos in Full Screen.
  - *Display order details:* Check *[Yes]* to show the information when order is processed
- *Scroll Text*
  - *Scroll Text:* The text to be displayed and scrolled on the screen
  - *Font:* Font Settings for the text
  - *Scroll Speed(Sec):* Scrolling speed in seconds, scrolling from right to left
  - *Location:* Position of the text (Bottom/Top)

➔ Play List File setting

You can play the whole images/videos identically, or play them in the scheduled time creating "Play Box".

Example 1: To play File List in all time
Step1. Select *[All]* in *[Hour]* section.
Step2. Click *[ADD]* button.
Then, "All.playlist" is created in Play Box.
Step3. After clicking "All.playlist", add files by clicking "File Open" button.
The order of adding is the order of playing.
Step4. Click *[Save]* button to save the Play List File.

Example 2: To play File List in a certain period of time (ex: 18:00 ~ 18:59)
Step1. Select *[18]* in *[Hour]* section.
Step2. Click *[ADD]* button.
Then, "18.playlist" is created in Play Box.
Step3. After clicking "All.playlist", add files by clicking "File Open" button.
The order of adding is the order of playing.
Step4. Click *[Save]* button to save the Play List File.

The same way will apply to different time frames.

Caution

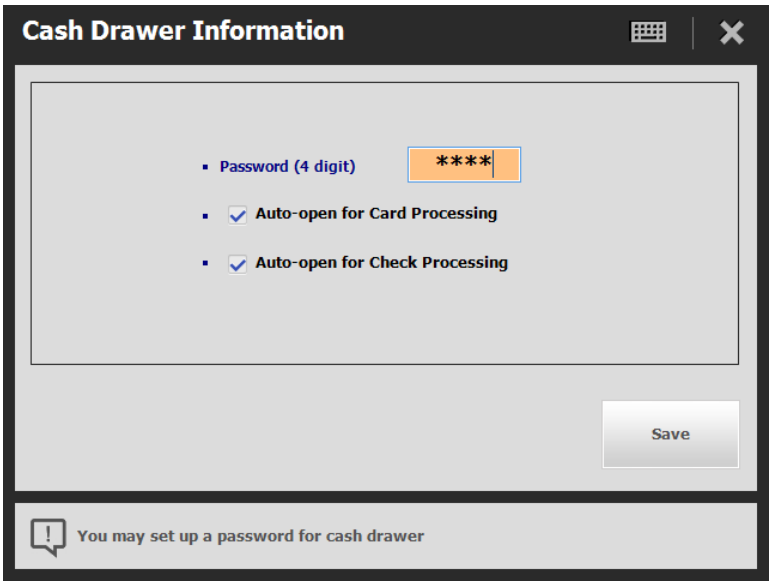
To insure system stability, do not make a single large sized file, but make video in a series of small files.

5. Cash Drawer Information

➔ **Cash Drawer**

A peripheral for storing Cash, Card, etc.

- Usage: During tender and settlement with cash or card, it opens automatically in accordance with settings. You can set password to open Cash Drawer.
- Connection : Through POS printer with cash drawer port or through direct connection with POS station
- Settings: Operation → Settings → Store → Cash Drawer Information



6. Barcode Scanner

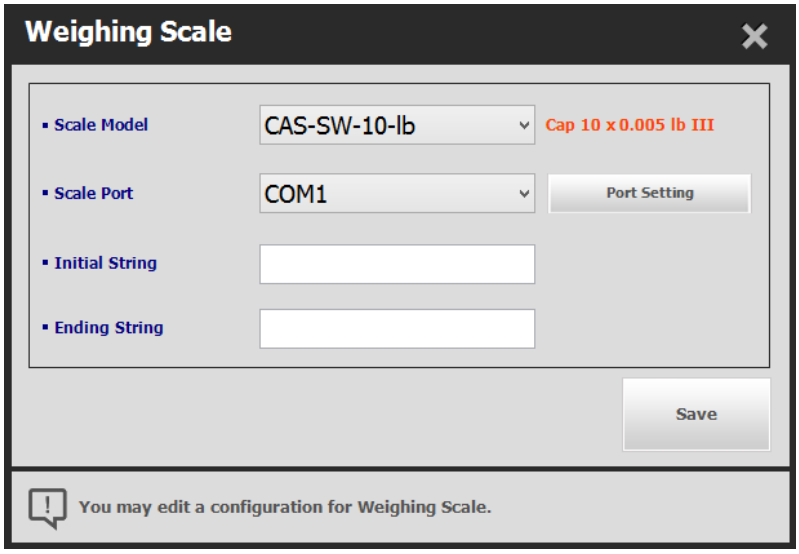
It reads barcode information

- Usage: It reads Barcodes and recognizes item information receipts that are returned.
- It also reads Membership Cards, Gift Cards or Coupons.
- Interface: PS/2 and USB

7. Weighing Scales

It measures weights of meat, fish, vegitables and send information to POS Station. Some devices print labels.

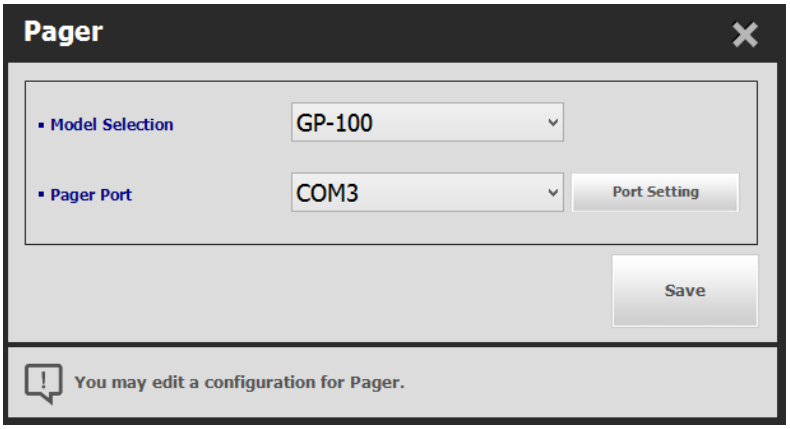
- Usage: Measure weights of items and send them to POS station, where prices are decided with the value transferred from the scale.
- Interface : RS-232
- Settings: Operation → Settings → POS → Weighing Scale



8. Guest Pager

The Pager Transmitter calls employees or customers with Pagers. The transmitter is connected to POS station to work with POPs Restaurant.

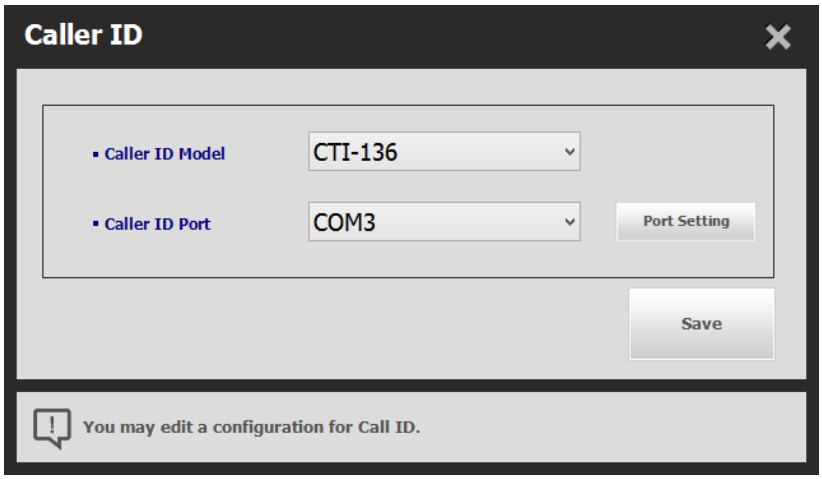
- Usage: Used for calling employees or customers who wait for a service
- Interface : RS-232
- Settings: Operation → Settings → POS → Pager



9. Caller ID (CID)

Caller ID transmits the caller's phone number on the POS screen. It is useful for taking delivery order.

- Usage: The caller's phone numbers are extracted from this device
- Interface : RS-232
- Settings: Operation → Settings → POS → Caller ID



[CTI-XXX Default Baud rate: 19200bps]

POPs Software Configuration

For first time setup, users are recommended to set up information following the instructions on the screen. You can also do settings later in *[Operation Management]*.

1. Database Server Connection and Language Selection

➔ **Step 1 : POPs Run**

Double-click POPs Restaurant Icon on the Desktop.

When you run the program right after installation, you will see the screen as follows. For more information about this, please see "Login, Exit, & Main Screen" section in Part 2 Basic Screen.

➔ **Step 2 : Database Server Connection and Lanuage Setting.**

Select Database Server and Language, and click *[OK]*.

Tip

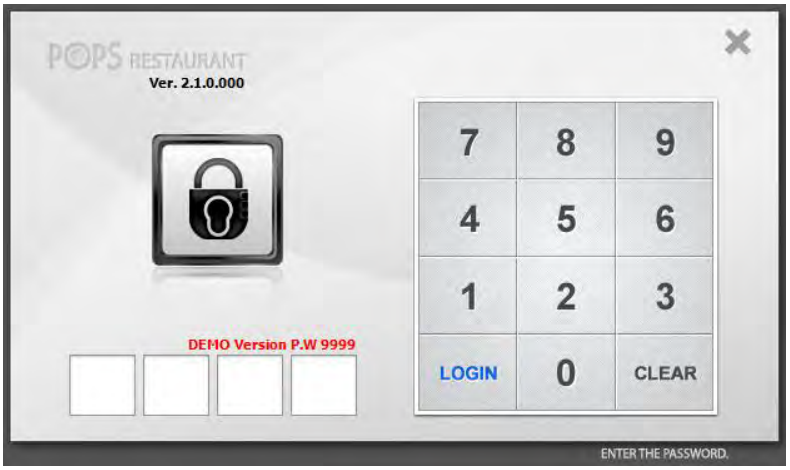
- Database Server
- If the station that you are currently working on has a database, type ".", "localhost", or the IP Address.
- If database is on another station, you must enter IP address of the station that has the database.
- Language: Select your preferred language.

This is one-time setting for first running the program. You still can reset when server information changes. (File Name: **POSGlobal.ini**)

Finding IP Address
Click *[Start] → [Run]* and type cmd.exe, and then type **ipconfig** in the DOS prompt.

➔ Step 3 : Login To Database Server

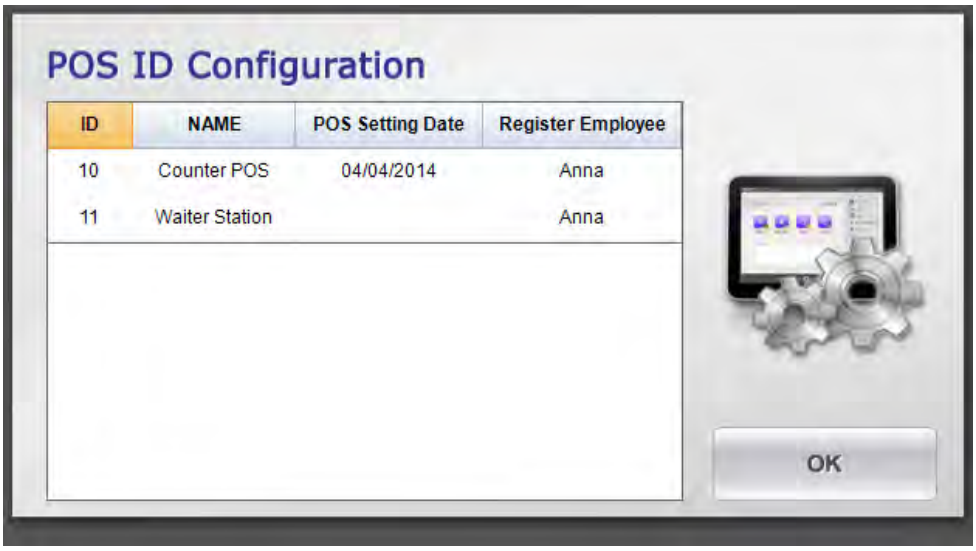
If you can see login screen as below, it means connection to Database Server was successful. Enter "9999" the default demo password to login.



Tip POPs Restaurant does not require ID or username. You can use numbers between 0 (zero) and 9999.

➔ Step 4 : Setting POS ID to Station

If multiple POS stations are deployed at a store, POS ID is given to each station for identification purpose. Select a proper ID of your station and click *[OK].*



Each POS Station's ID is unique: can not be the same with other stations.

- If single POS station is installed, select *ID: 10*, *NAME: Counter*.
- If you already have Counter and need a separate Order Station, select *ID: 11*, *NAME: Waiter Station*
- If you have more stations than the default settings, you can add them at Operation Management → Settings → POS → POS Setting.
- Each station can be grouped. Please see Tip as follows:

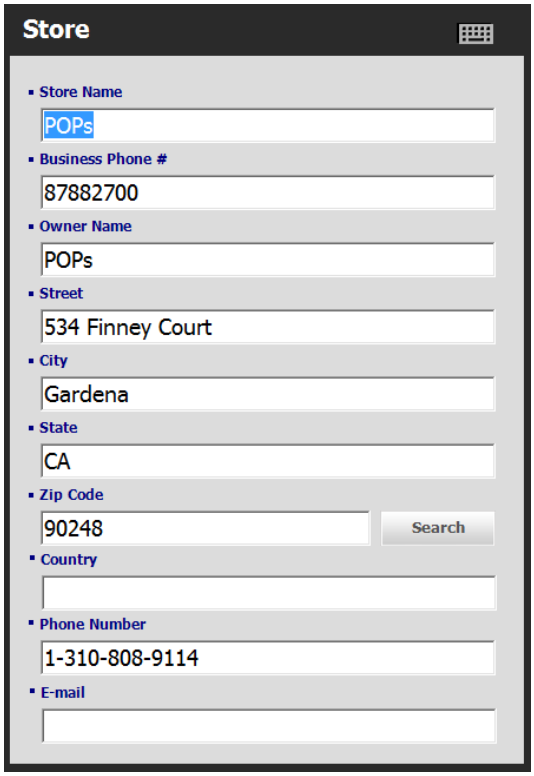
Tip POS Station Types
- Counter: Processes All functions including Order and Settlement processing.
- Waiter Station: Processes Table Order
- Table Assign Manager: Store Information (Reservation, Waiting, Table Allocation)

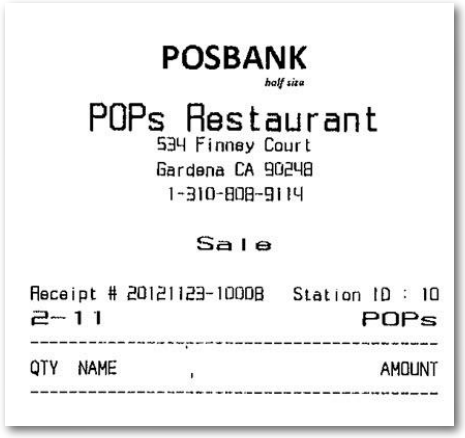
2. Store Information Settings

➔ Basic Store Information settings. You can reset information in the Operation Management.

➔ **Step 1 : Store Setting**

Input Store Information. This information is printed on the receipts.

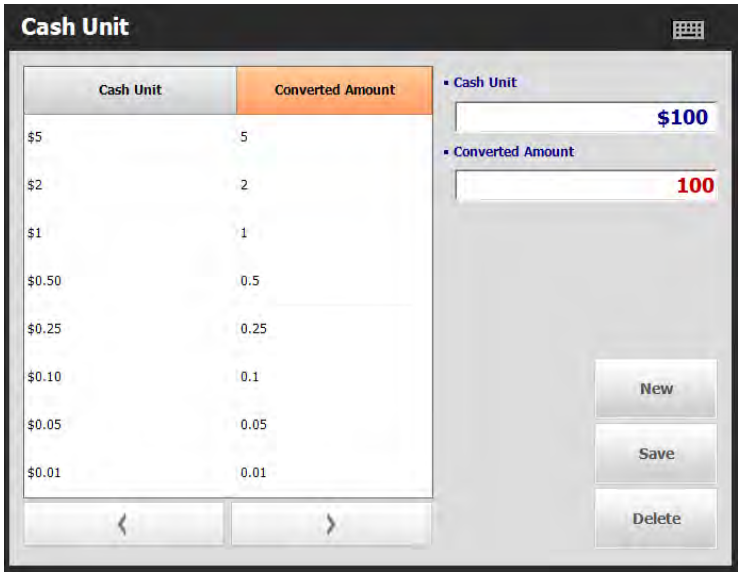




(Image 1. Receipt with Store Information)

➔ Step 2 : Cash Unit

Cash Unit is to be used in the store for Money Exchange, Changes, Smart Pay, Cashier In/Out.



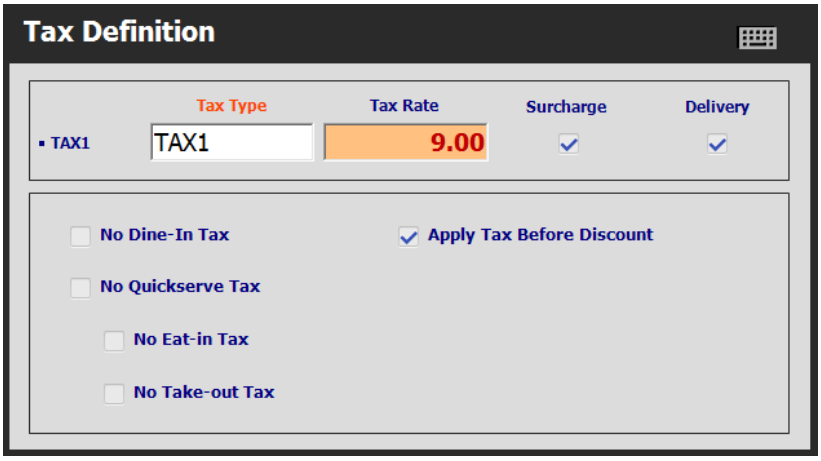
Default setting is USD($), and you may change it to other currency formats.

Cash Unit:
Currency units and amounts to be displayed on the Screen.

Converted Amount:
Currency unit to be translated in the software.

➔ Step 3 : Tax Definition

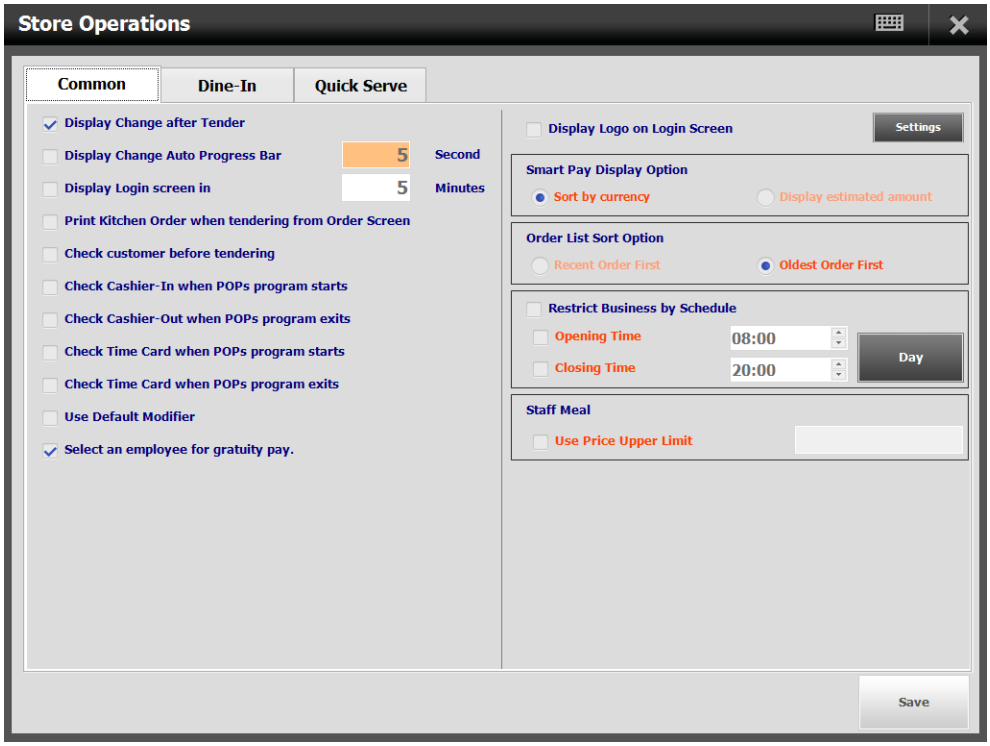
Setting the appropriate Tax Rate is done here.



1) Tax Type: Title of Tax. Can be printed on the Print
2) Tax Rate: Tax Rate to be applied. Zero(0) denotes No Tax.

Step 4 : Store Operations (Basic Option Settings)

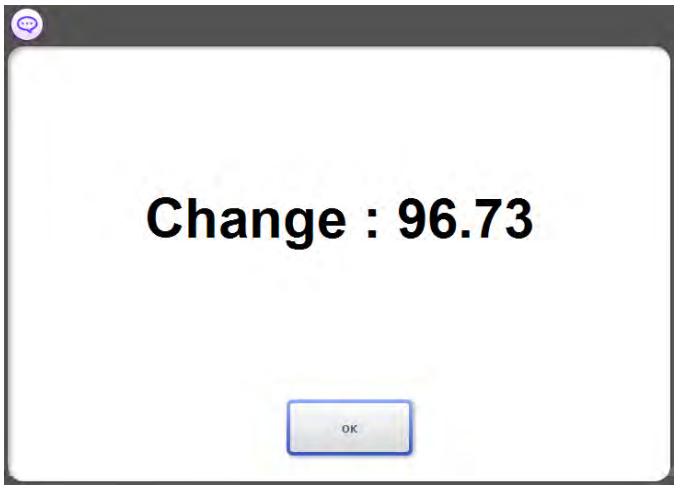
Fill out Settings for POPs Restaurant.



< Common Tab >

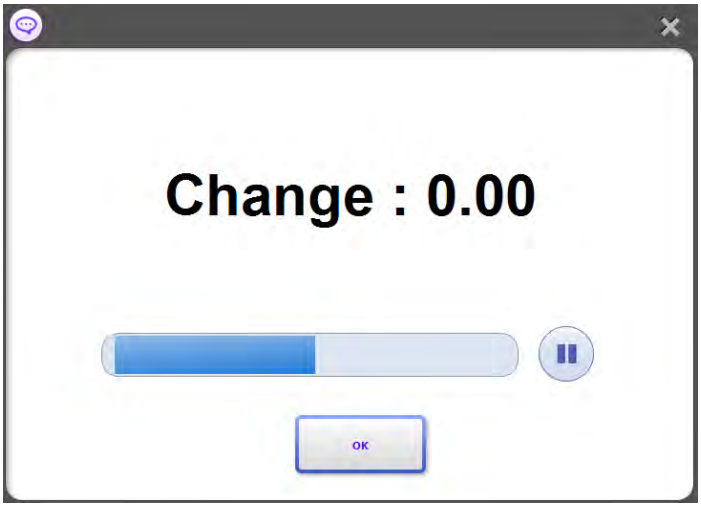
1) Display Change after Tender

Select this option to display change screen after Tender.



2) Display Change Auto Progress Bar

- Enter number of seconds to show change. It will show a progress bar as below for that seconds and close itself.
- Click button to stop the progress bar.



3) Display Login Screen In
   - It locks the system, and displays the login screen when the idle time reaches to the time you've set up.

4) Printing Kitchen Order when tendering from Order Screen
   - If it is checked, the kitchen order will be directly printed out.
   - If it is not, it will display a window like below, and prompt you to decide whether you print the kitchen order or not.

5) Check customer before tendering
   It check a customer's information right before tendering.

6) Check Cashier-In when POPs program starts
   It will remind you to do Cashier-In when the program starts.

7) Check Cashier-Out when POPs program exits.
   It will remind you to do Cashier-Out when the program exits.

8) Check Time Card when POPs program starts.
   It will remind you to do Clock-In/Out when the program starts.

9) Check Time Card when POPs program exits.
   It will remind you to do Clock-In/Out when the program exits.

10) Use Default Modifier

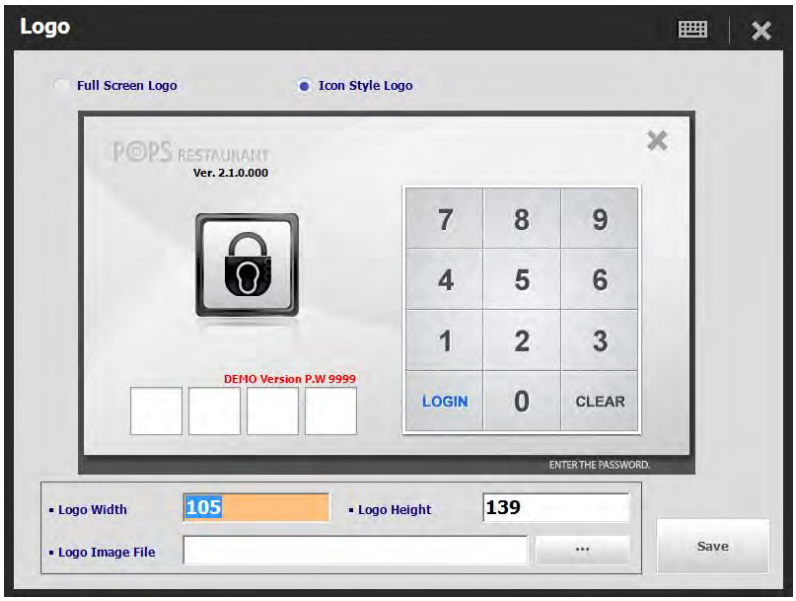
Check this if you want to use Modifier as default setting. It means you don't have to select the Modifier Additional items when you place orders: it selects the items automatically.

11) Select an employee for gratuity pay

It allows you to select an employee for the gratuity during tendering time and in *[Tip Adjustment]* section from the Main Screen.

12) Display Logo on Login Screen

You can design the login screen with your own image. To set it up, click *[Settings]* button.



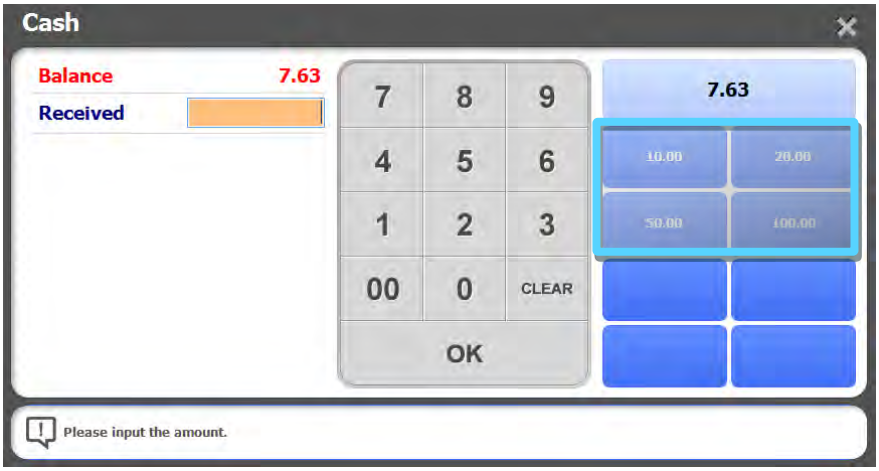
- Full Screen Logo: The image will occupy the whold logo screen.
- Icon Style Logo: You can put a small icon style image on a certain area. You can locate the image by dragging with the mouse.

13) Smart Pay Display Option

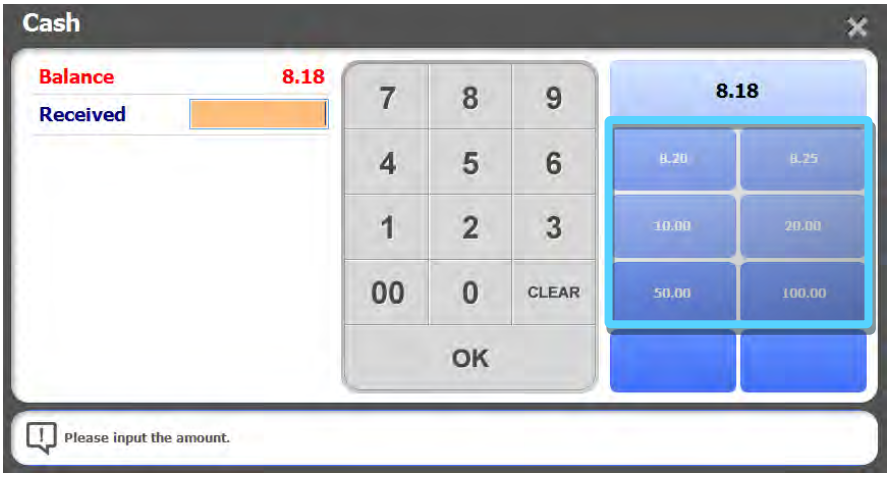
It shows expected amount to receive from the customers.

Showing Pre-setted Cash Unit:

It displays cash units that you created at Operation → Settings → System Codes → Cash Unit

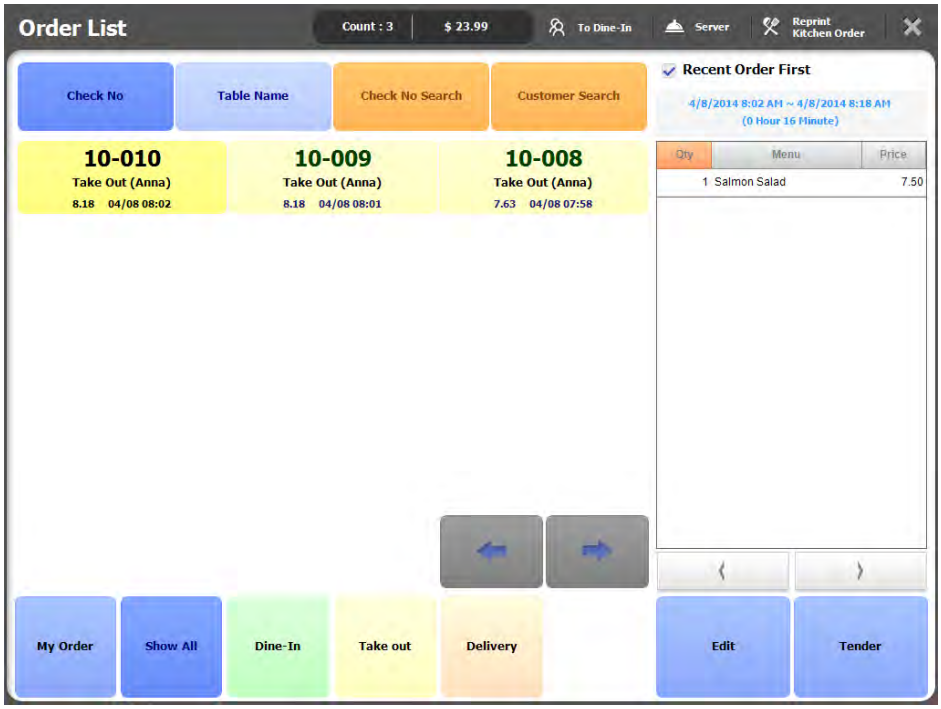


Showing Estimated Amounts:
It displays amounts that are expected from the customers.



14) Order List Sort Option

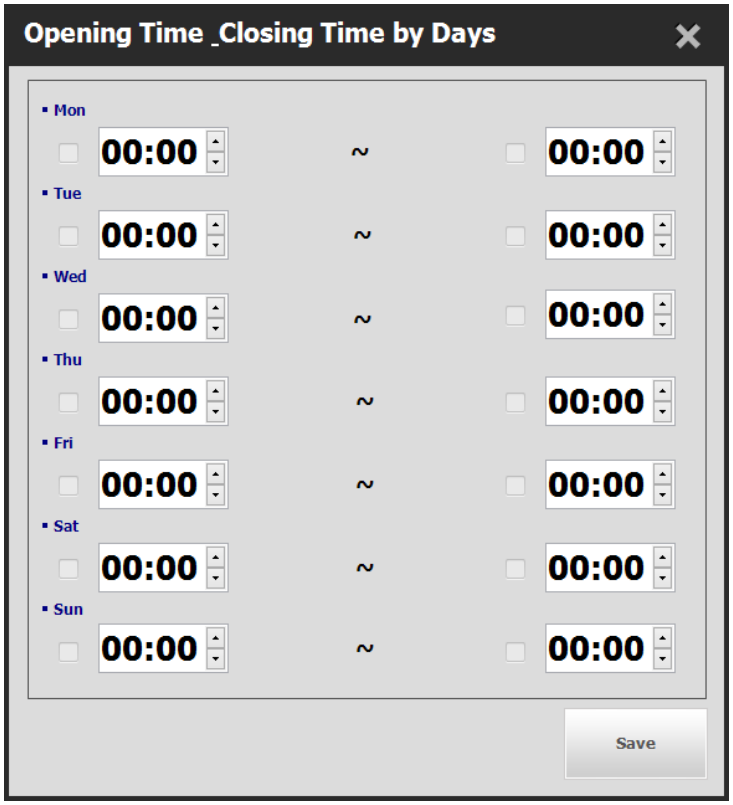
In the *[Order List]* section, it displays customers' orders by the order you set up here.



15) Restrict Business by Schedule

You can restrict people to access to POS System based on your business hours.

Click *[Day]* button to setup daily schedule as follows:



16) Staff Meal
You can limit the prices for staff meal.

< Dine-In & Quick Serve Tab >

1) Display Manual Gratuity
Use this to input Tip using *[Gratuity]* button on Tender Screen.

2) Display Name of Person Ordering
It will pop up a screen for selecting a person who is ordering.

3) Display Name of Person Accepting Payment
It displays the names of employees, so that you can select an employee who accepts payments.

4) Input Quantity
It will ask you to enter quantity of Menu Item to order.

5) Input # of Guest When Ordering (Dine-In only)
It will ask you to enter the number of guests when you place orders.

6) Use Auto Clear Table (Dine-In only)
If you check this option, the tables will be cleaned up automatically when the payments are made.

- To clean up the table manually that was already tendered, please click the empty table. Then, it will be cleaned up.
- When an image was pre-assigned to the table, an image (yellow circle and blue arrow) will be added to the table after tendering. This image will disappear when you click on the table, which means the table was cleaned up.

- If no image was pre-assigned, then the table will be turned out yellow by default when payments are made. You can change the color at Operations ➔ Settings ➔ Screen Design ➔ Table Design.

Table With Image

Table Without Image

7) Use Quick Settlement

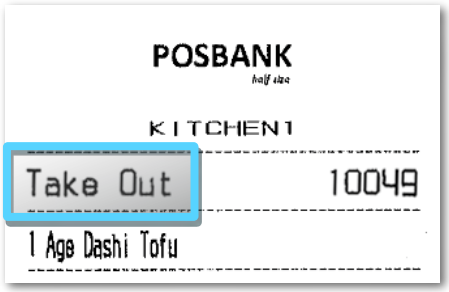
It makes "Quick Settlement" button visible or invisible in Table Screen.

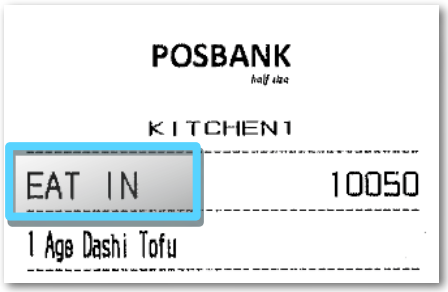
8) Use Table Search

It makes "Table Search" button visible or invisible in Table Screen.

9) Use Take-Out & Eat-In in Quick Serve (Quick Serve only)

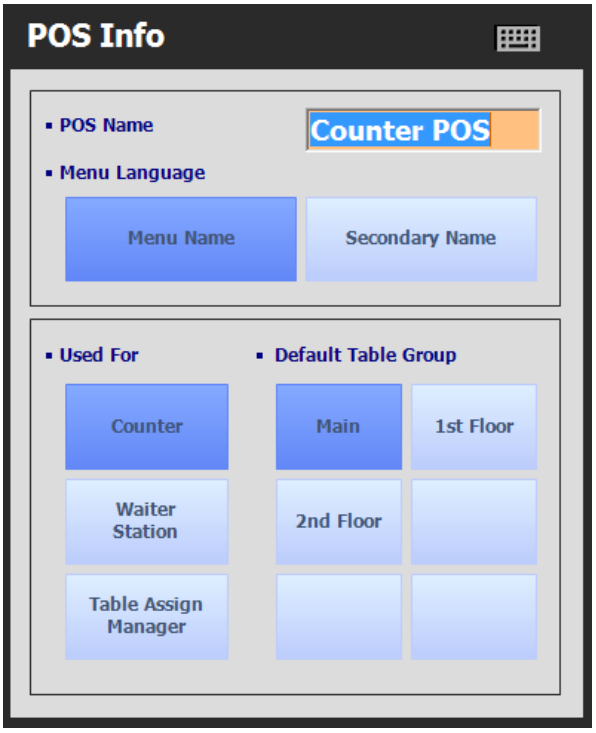
- Take-Out & Eat-In are printed on Kitchen Printer and Receipt Printer.
- By doing so, orders are decided to be packaged (Take Out), or not (Eat-In)





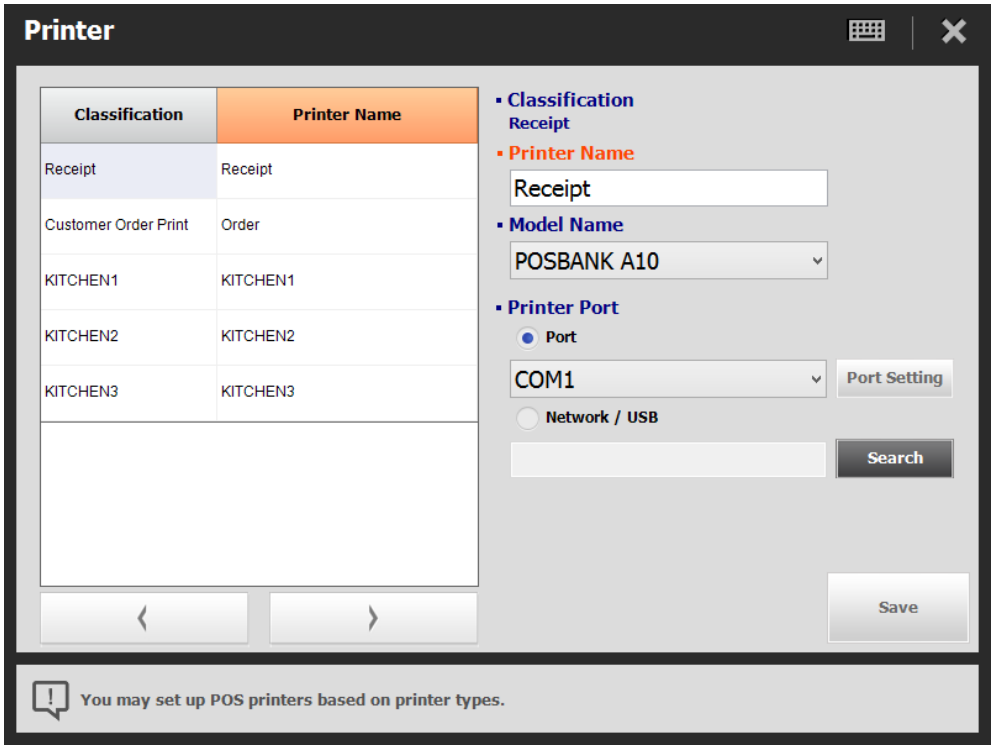
➔ Step 5 : POS Info Settings

You can setup the default values for Menu Language, the type of usage and the table group of POS system.



➔ Step 6 : Printer Settings

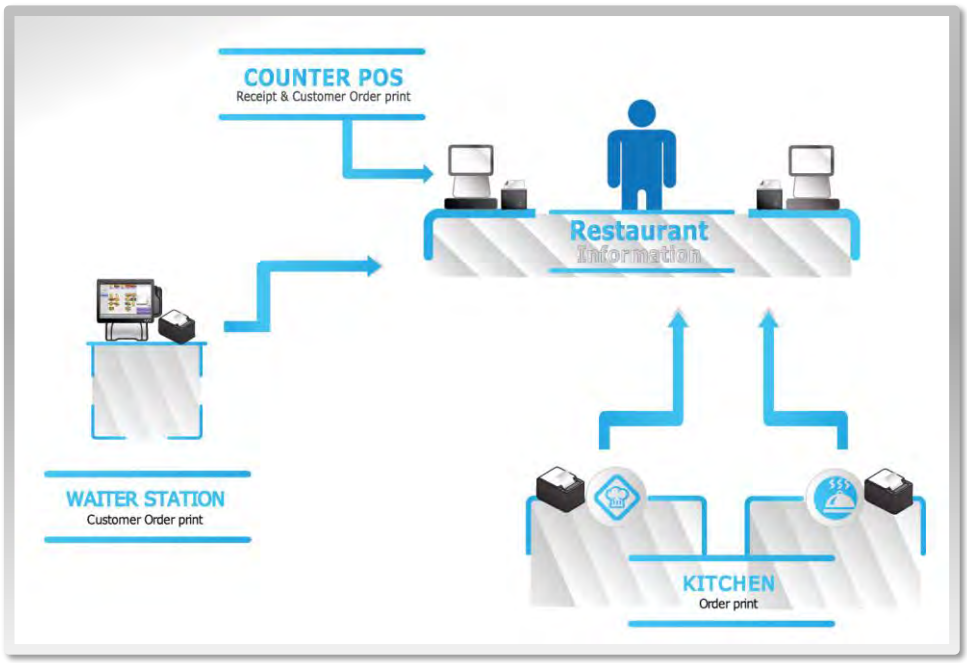
Printer Settings are where you can set and select printers to be used for POPs Restaurant.



***) Printer Types for POPs Restaurant**

- **Receipt:** Prints Final Receipt
- **Customer Order Print**: Print Customers Order. Usually utilizes a Receipt Printer.
- **Kitchen Print**: Print Menu Items to be processed in the Kitchen.
- Multiple Kitchen Printers could be selected.
- **Label Print**: Used in Kitchen to print identification Label for the Orders ready for service, delivery, or packing.

[Image 1] Kitchen Printers Layout

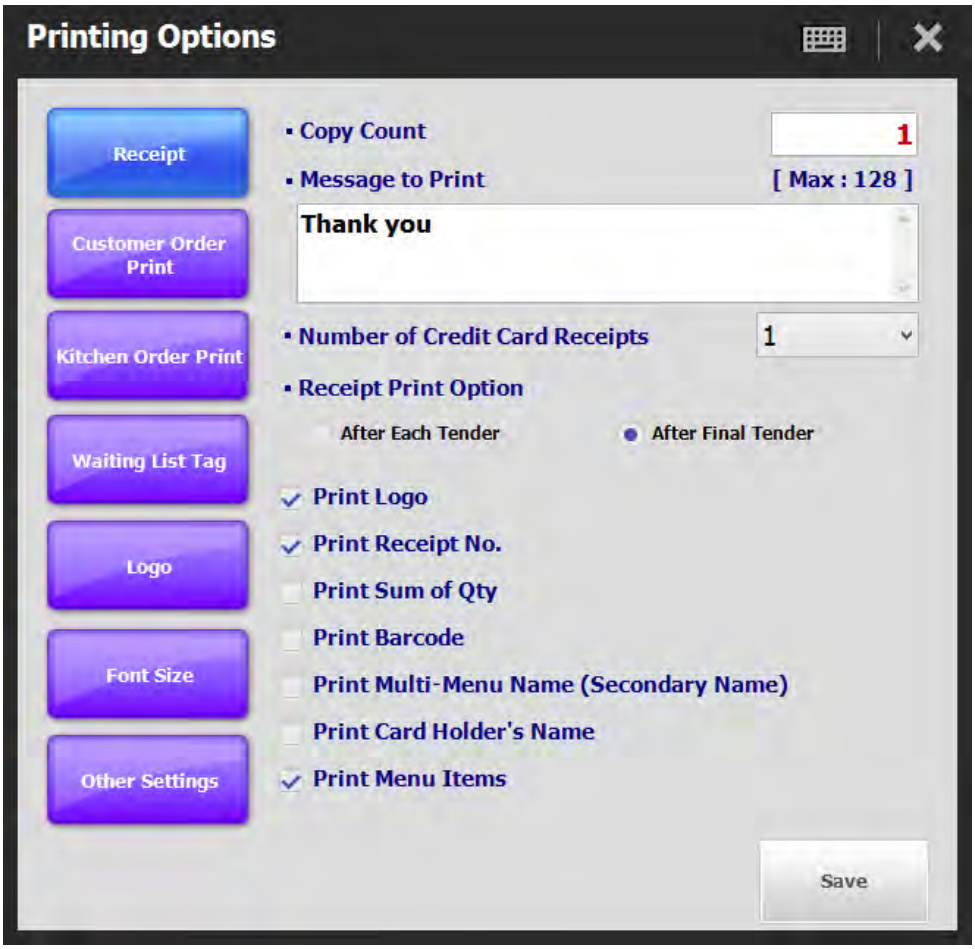


POS system set as Counter POS can only print Customer Order Sheet and Receipt. Waiter Station (POS) is only allowed to execute order and print customer orders. Multiple Kitchen Printers are to be installed for a larger size kitchen, where you can receive orders by multiple printers.

➔ **Step 7 : Print Option Settings**

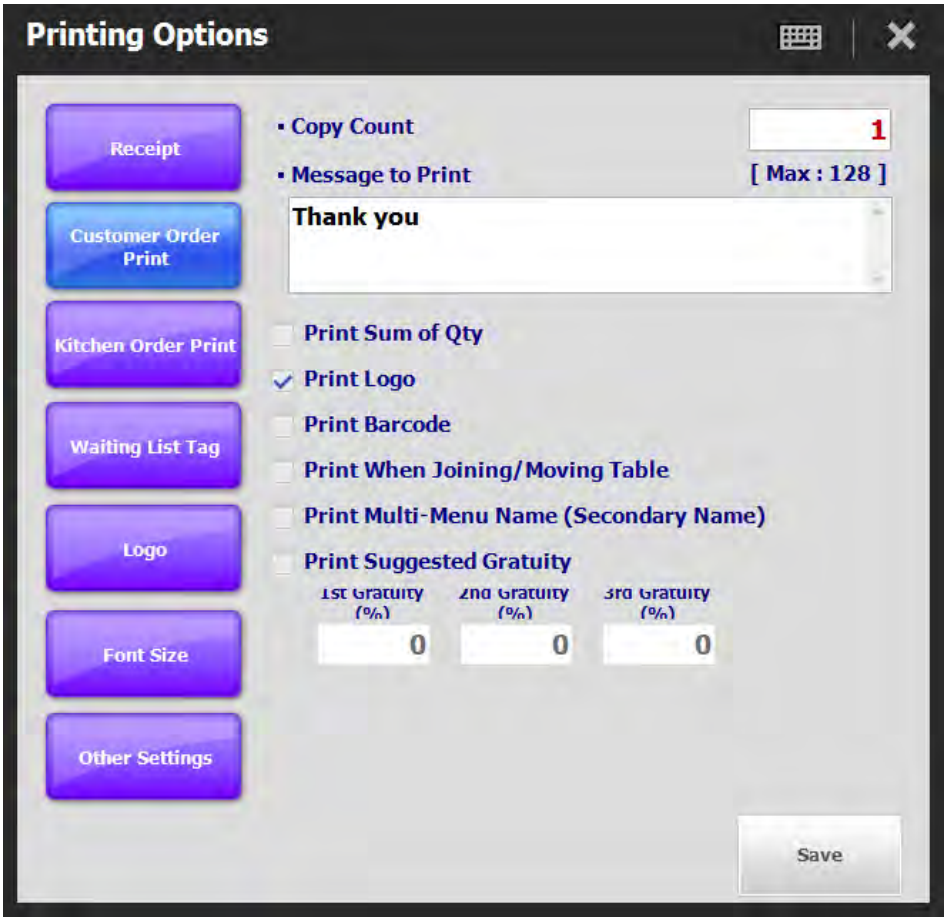
This option allows the user to customize the printer that was set in STEP 6.

1) Receipt



- **Copy Count**: Number of copies to print
- **Message to Print**: Input your message to be printed at bottom of the receipt.
- **Number of Credit Card Receipt**: Number of credit card receipt to be printed.
- **Receipt Print Option**:
  - **After Final Tender**: Prints after final Tender
  - **After Each Tender**: Prints after each Tender
- **Print Logo**: Prints the store logo: (NVimage for serial ports and JPG image for windlws' print drivers).
- **Print Receipt No**: Hides the receipt number from the printouts.
- **Print Sum of Qty**: Prints the total number of quantities of the same menu items.
- **Print Barcode**: Prints the barcode of the check number on the receipt.
- **Print Multi-Menu Name (Secondary Name)**: Prints the secondary name of Menu.
- **Print Card Holder's Name**: Prints the credit card holder's name on the receipt.
- **Print Menu Items**: Tells whether menu items are printed or not.

2) Customer Order Print



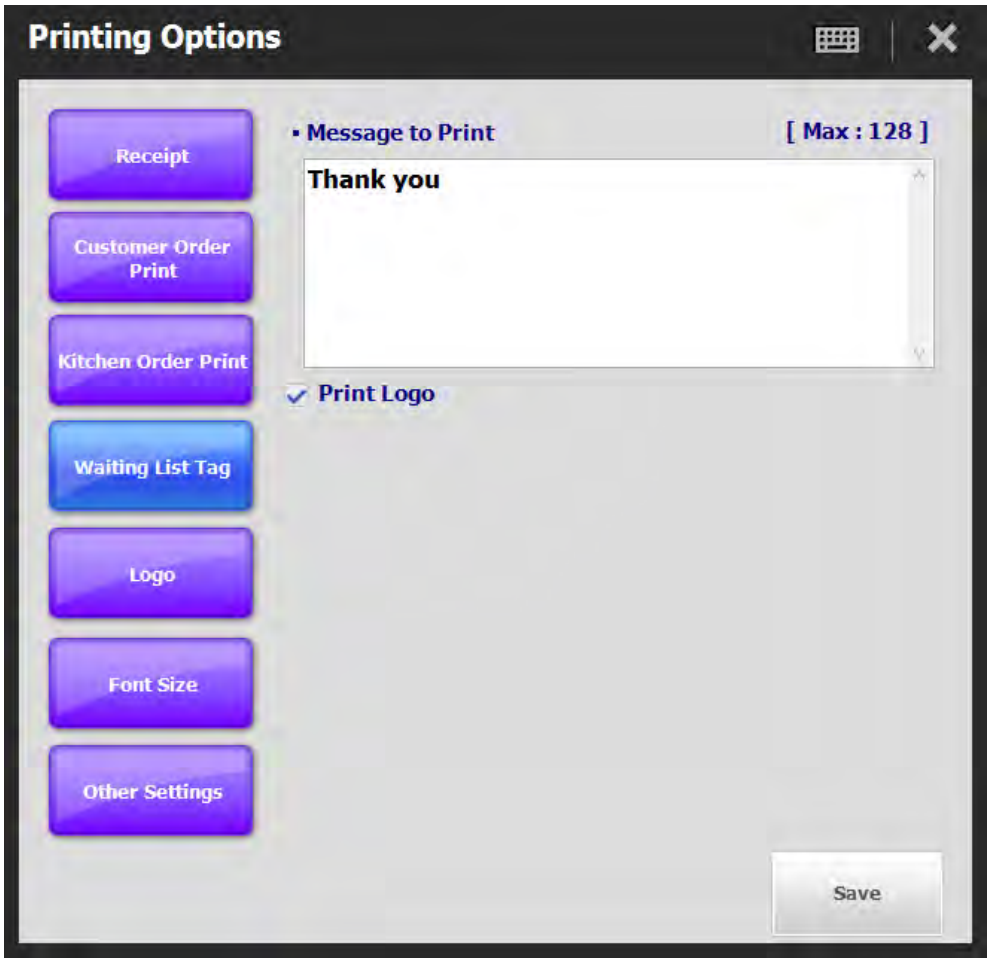
- **Copy Count**: Number of copies to print
- **Message to Print**: Input your message to be printed at bottom of the receipt
- **Print Sum of Qty**: Prints the total number of quantities of the same menu items.
- **Print Logo**: Prints the store logo: (NVimage for serial ports and JPG image for windlws' print drivers).
- **Print Barcode**: Prints the barcode of the check number on the receipt.
- **Print When Joining/Moving Table**: Prints when tables are moved or joined.
- **Print Multi-Menu Name (Secondary Name)**: Prints the secondary name of Menu.
- **Print Suggested Tip**: Calculate Tip amount in percentages (%) and print on the customer order sheet.
-

3) Kitchen Order Print

- **Copy Count**: Number of copies to print
- **Print Kitchen Memo**:
  - **By Order**: Prints by orders.
  - **By Item**: Prints by items.
- **Print Check No:**
  - **Top**: Prints a check number on the top.
  - **Bottom**: Prints a check number on the bottom.
- **Print Customer Info:** Prints customer's information.
- **Print Logo**: Prints the store logo: (NVimage for serial ports and JPG image for windlws' print drivers).
- **Print Sum of Qty**: Prints the total number of quantities of the same menu items.
- **Print In Red When Rush or Void:** Not all printers are supported for this.
- **Show Number of Guests**: Prints number of guests.
- **Print Multi-Menu Name (Kitchen Alias)**: Prints Kitchen Alias.
- **Print When Joining/Moving Table**: Prints when tables are moved or joined.

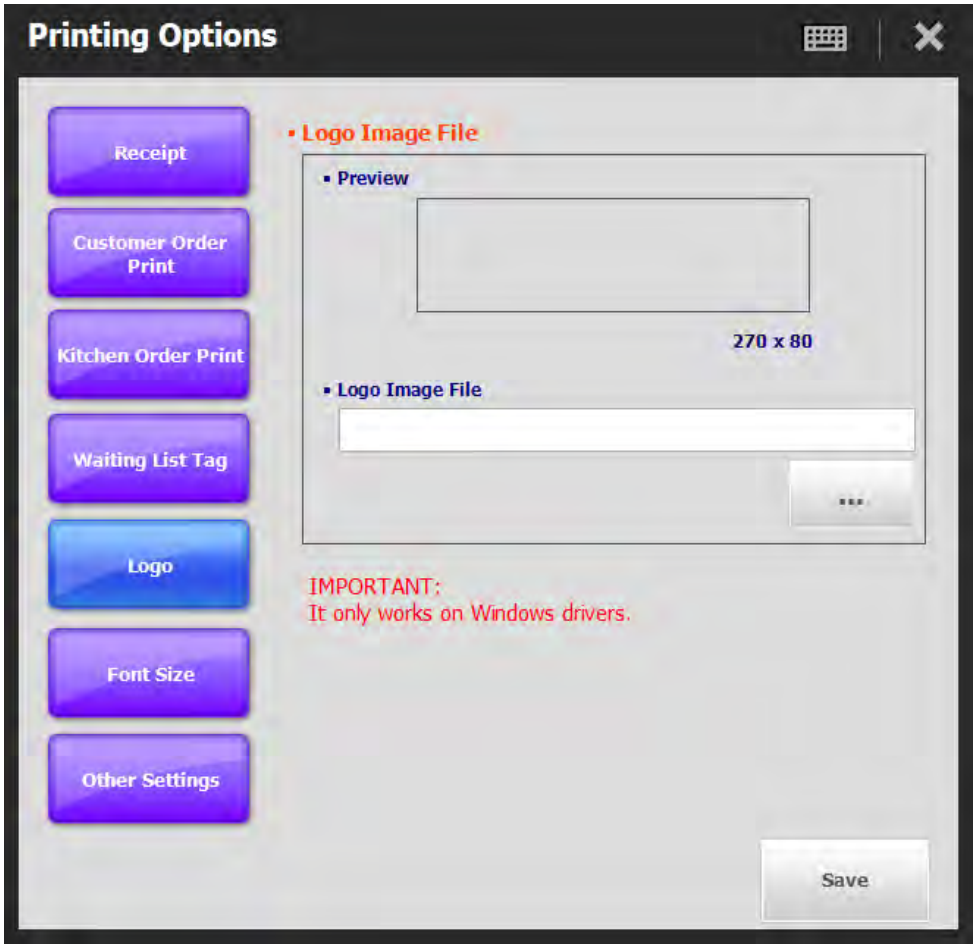
4) Waiting List Tag

You can print out messages to the "Waiting List Tag".

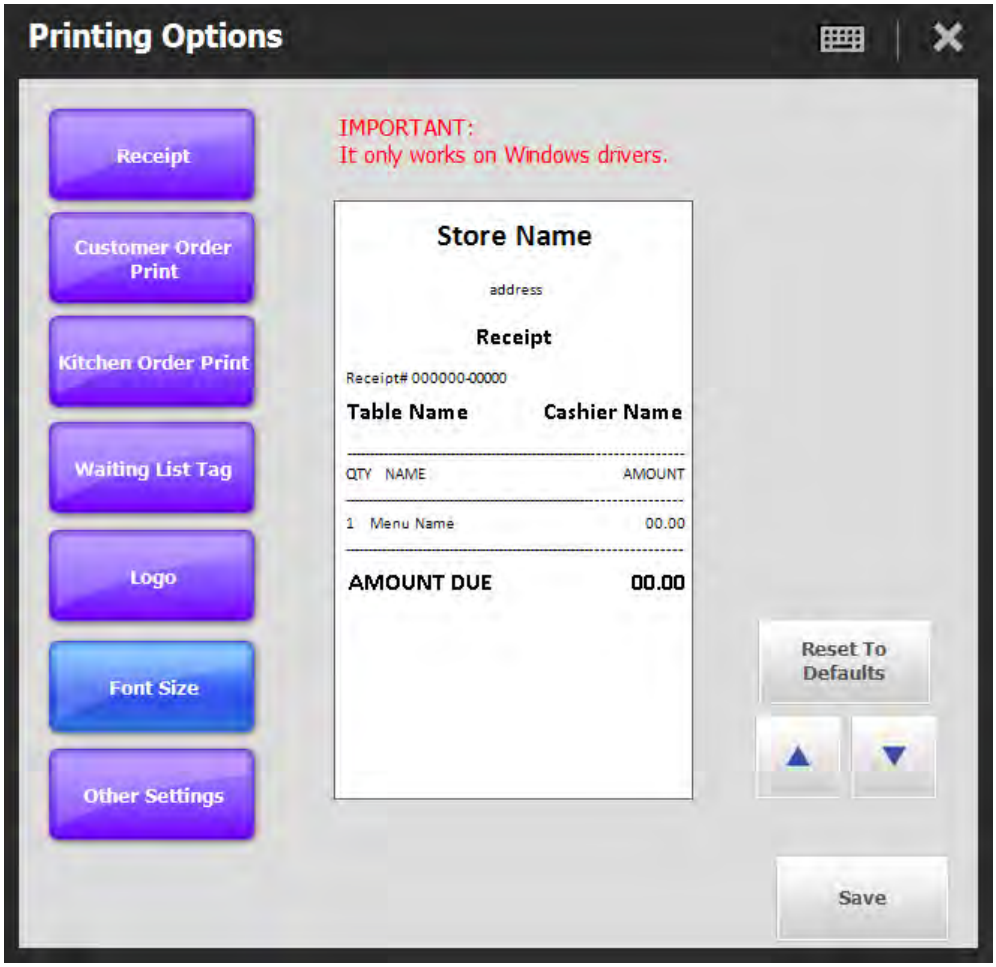


5) Logo Settings

You can design and print your own logo.

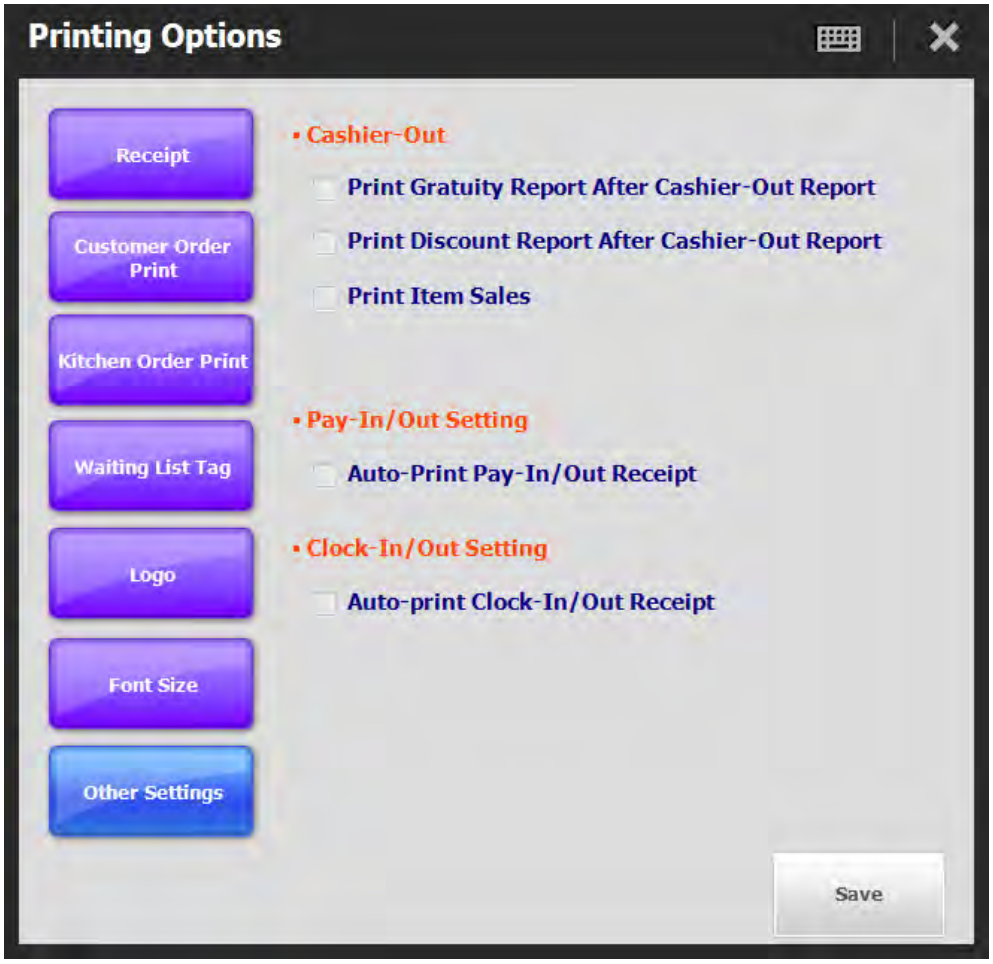


6) Font Size



- **[Default] button**: It restores the default values.
- ▲ : Increase the size.
- ▼ : Decrease the size.

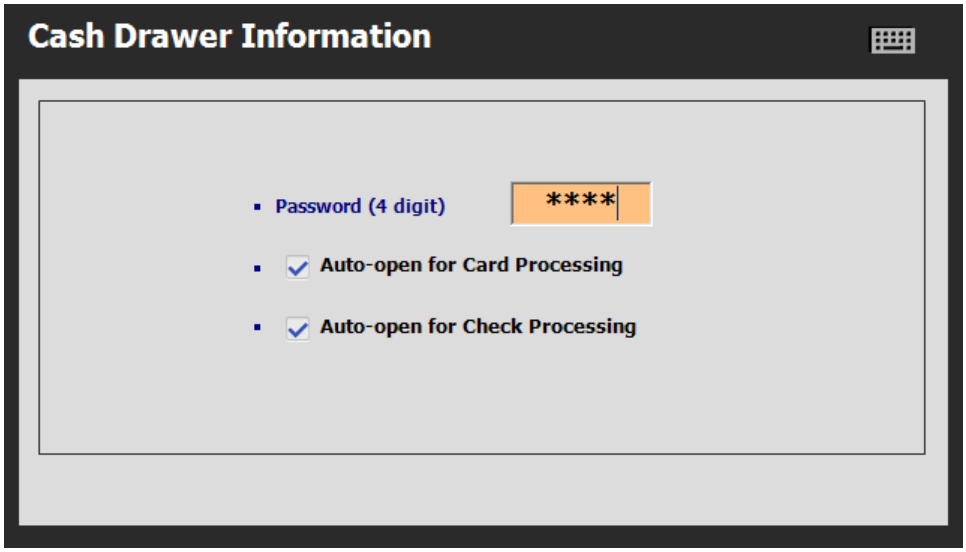
7) Other Settings



- **Print Gratuity Report after Cashier-Out Report**: Prints out information of gratuities when you do Cashier-Out at the end of day.
- **Print Discount Report after Cashier Out Report**: Prints out discount information when you do Cashier-Out at the end of day.
- **Print Item Sales**: Prints sales information on items when you do Cashier-Out at the end of day.
- **Auto-Print Pay-In/Out Receipt**: It prints when doing Pay-In/Out.
- **Auto-Print Clock In/Out Receipt**: Employee's time report is printed on the receipt.

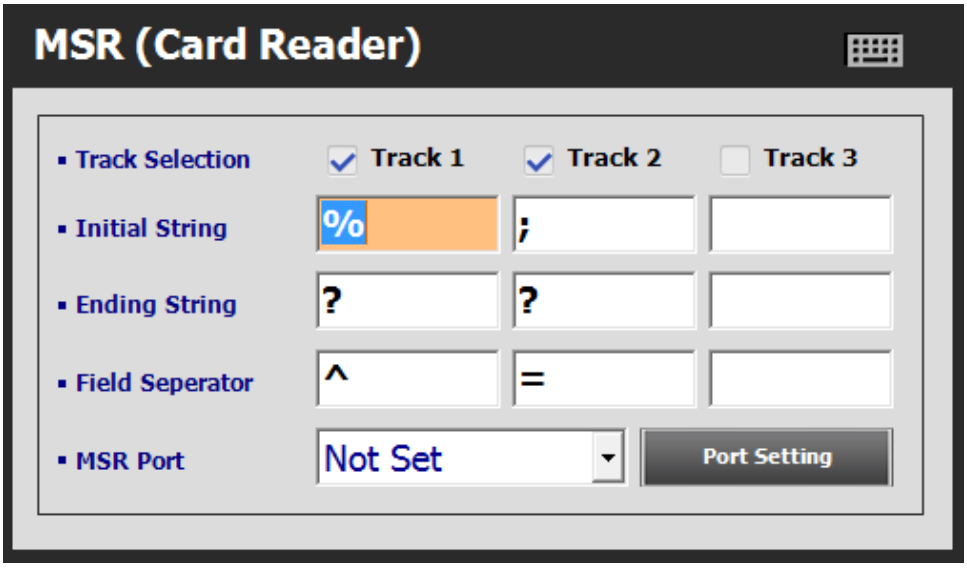
➔ Step 8 : Cash Drawer Information

You can control opening cash drawer by setting password.



- **Auto-open for Card Processing**: Opens cash drawer when a card payment is processed.
- **Auto-open for Check Processing**: Opens cash drawer when a check payment is processed.

➔ Step 9 : MSR (Card Reader)



Settings for reading information on Payment Cards, Gift Cards, and Membership Cards with magnetic stripes.

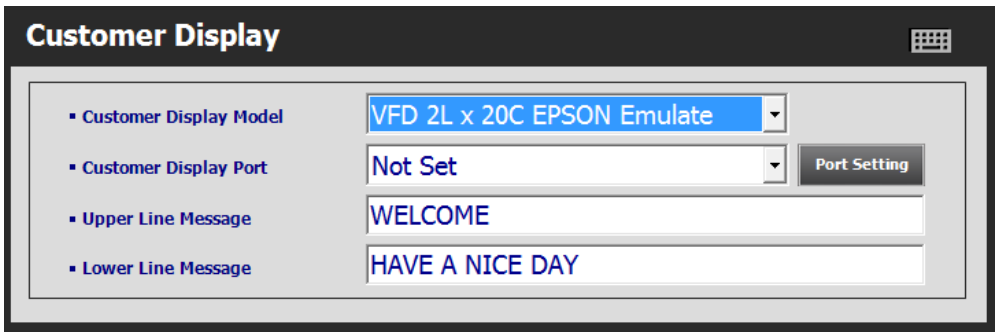
Enter values provided by MSR manufacturer. Please verify the setting information from www.easyset.org for further information on string settings.

➔ Step 10 : Customer Display

There are two types of Customer Display.

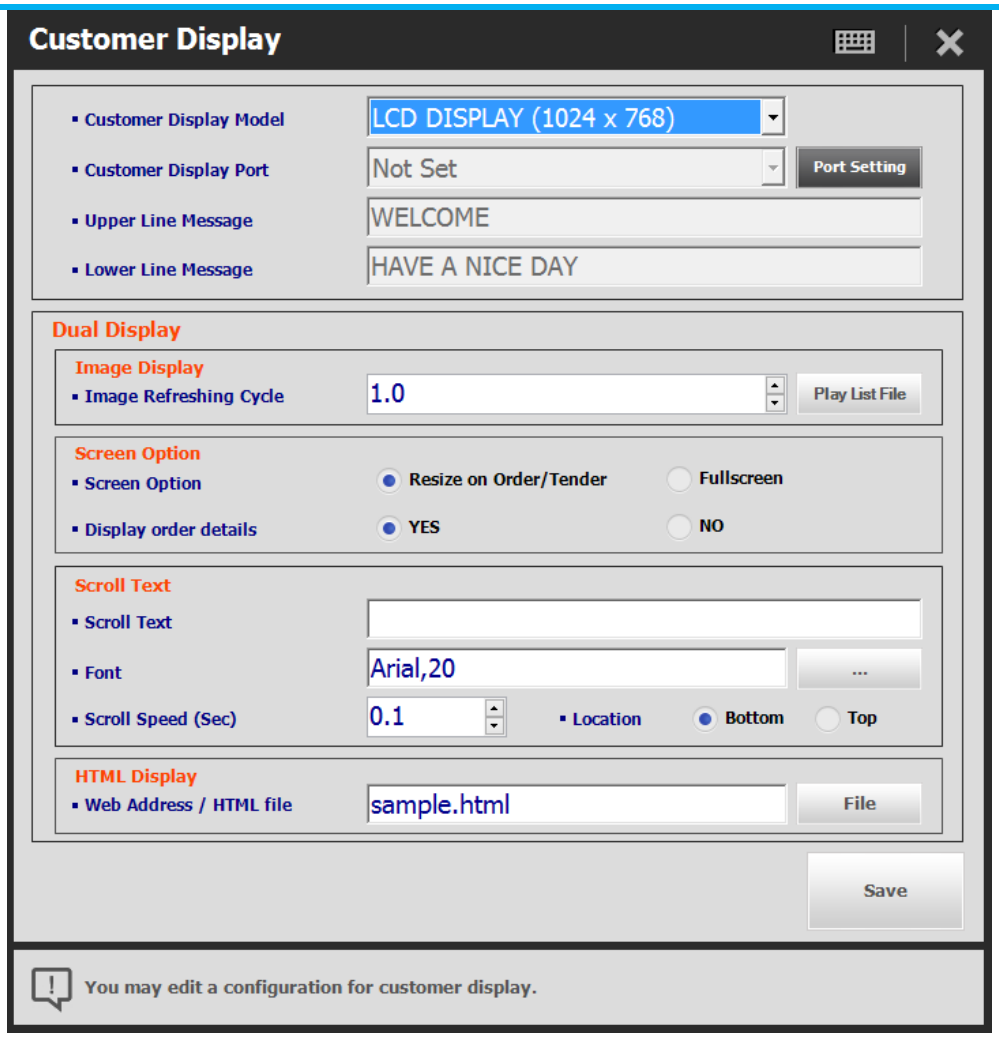
1) VFD 2L x 20C EPSON Emulate
2) LCD Display (1024 x 768)

POPs Restaurant CDP Settings



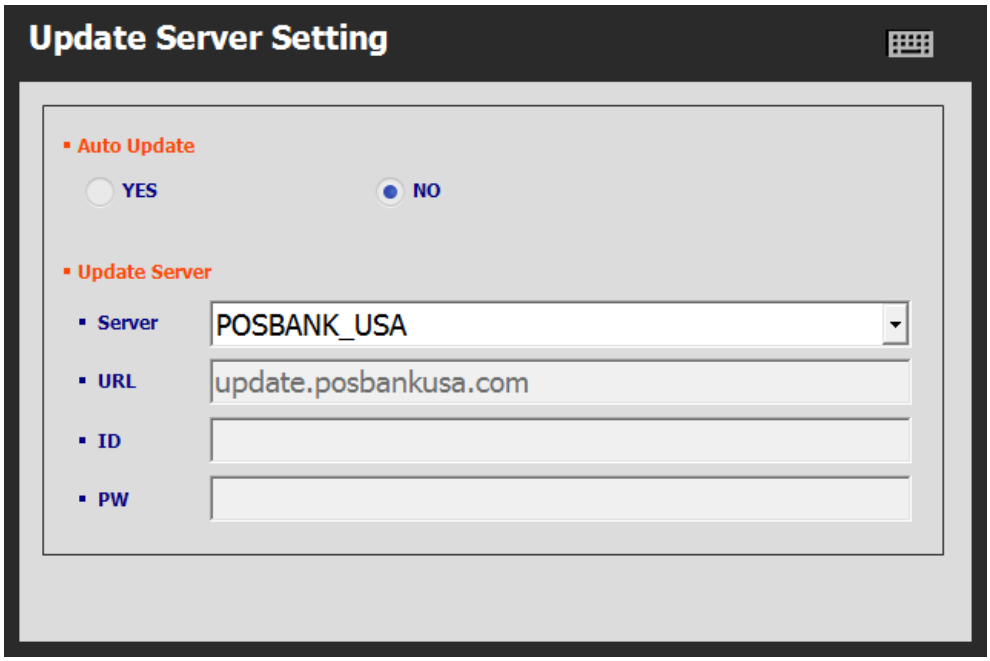
- It displays price information, plays video for store promotions, or special events, etc.
- Usage: Displays Commercial, Video, Menu Information or Settlement Information
- Interface: USB and VGA
- Settings: Operation → Settings → POS → Customer Display

Cf. POS Hardware Configuration


Customer Display
Customer Display Model
LCD DISPLAY (1024 x 768)
Customer Display Port
Not Set
Port Setting
Upper Line Message
WELCOME
Lower Line Message
HAVE A NICE DAY
Dual Display
Image Display
Image Refreshing Cycle
1.0
Play List File
Screen Option
Screen Option
Resize on Order/Tender
Fullscreen
Display order details
YES
NO
Scroll Text
Scroll Text
Font
Arial,20
...
Scroll Speed (Sec)
0.1
Location
Bottom
Top
HTML Display
Web Address / HTML file
sample.html
File
Save
You may edit a configuration for customer display.

➔ Step 11 : Update Server Settings

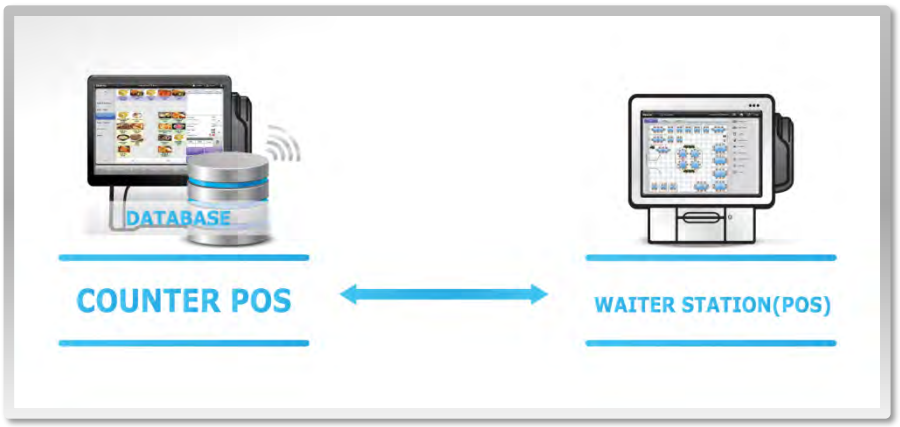
You need to setup Update Server so that you can update the program periodically, running UpdateManager utility.



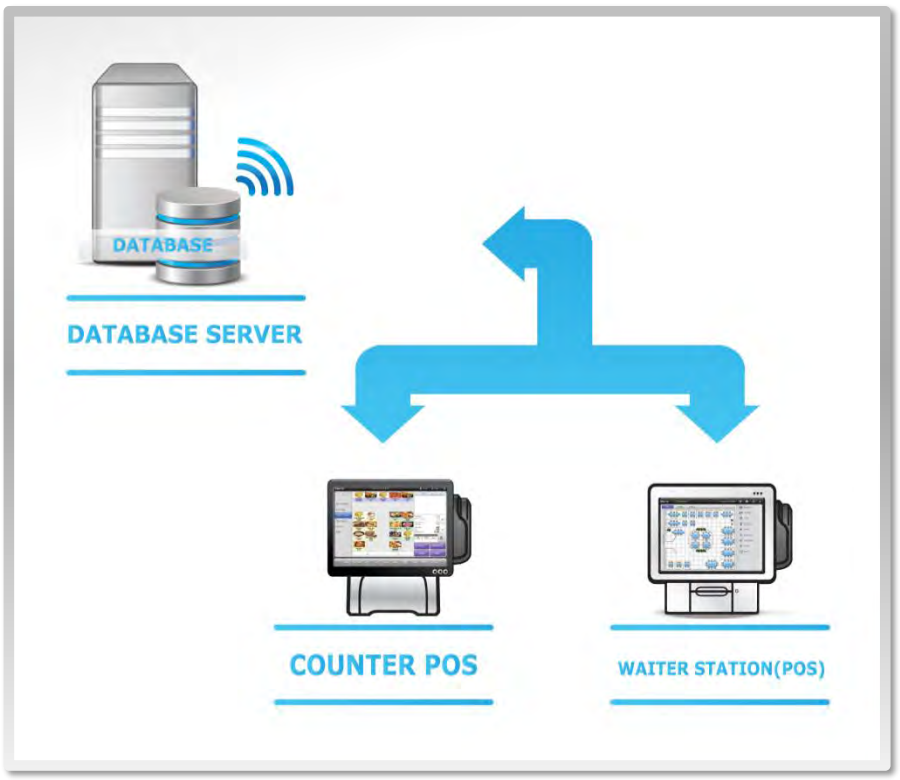
Network Configuration

1. Connecting Client to Database Server

➔ A POS station or computer with database installed is considered the Server. Other POS stations or computers are clients.



[Image 1. Counter POS is set as Server]

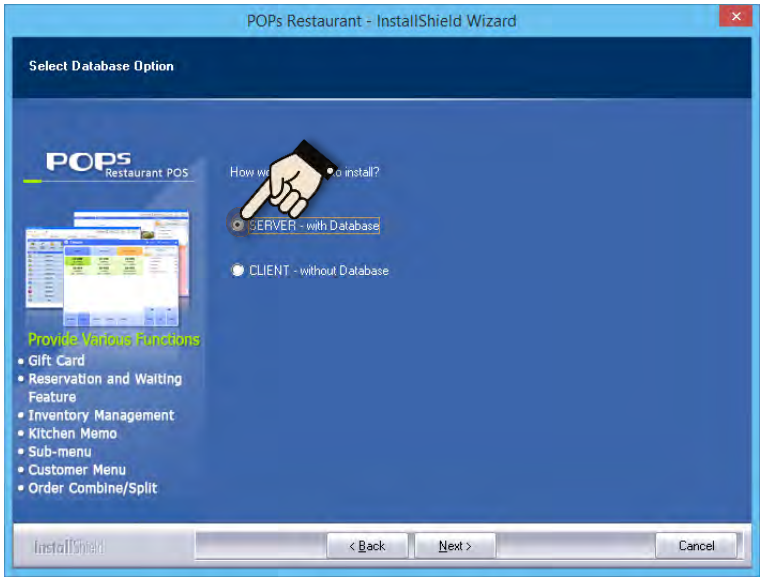


[Image 2. At a large store, separate server runs at back office]

If you do not run a separate server, use Counter POS as server.

- **Server Settings**

Please install database. See "PART 1 - Chapter 1. Getting Installation – 2. Install and Start" "Step4. Database Server Install".



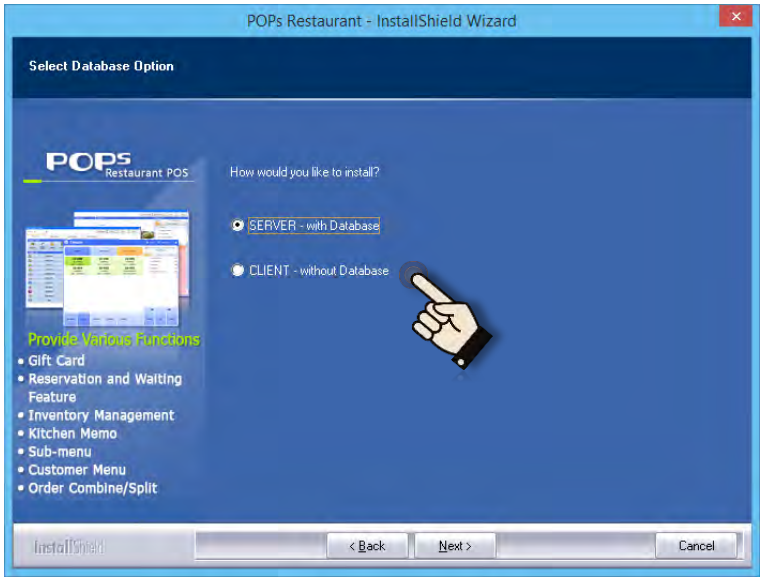
- **POPs Settings**

Set as below. See "PART 1 - Chapter 4. POPs Sofeware Configuration – 1. Database Server " "Step2. Database Server Connection and Language Selection".

For Database Server type "localhost", "." , or IP Address of the Server.

- **Client Settings**

Select as below. See "PART 1 - Chapter 1. Getting Installation – 2. Install and Start " "Step4. Database Server Install".



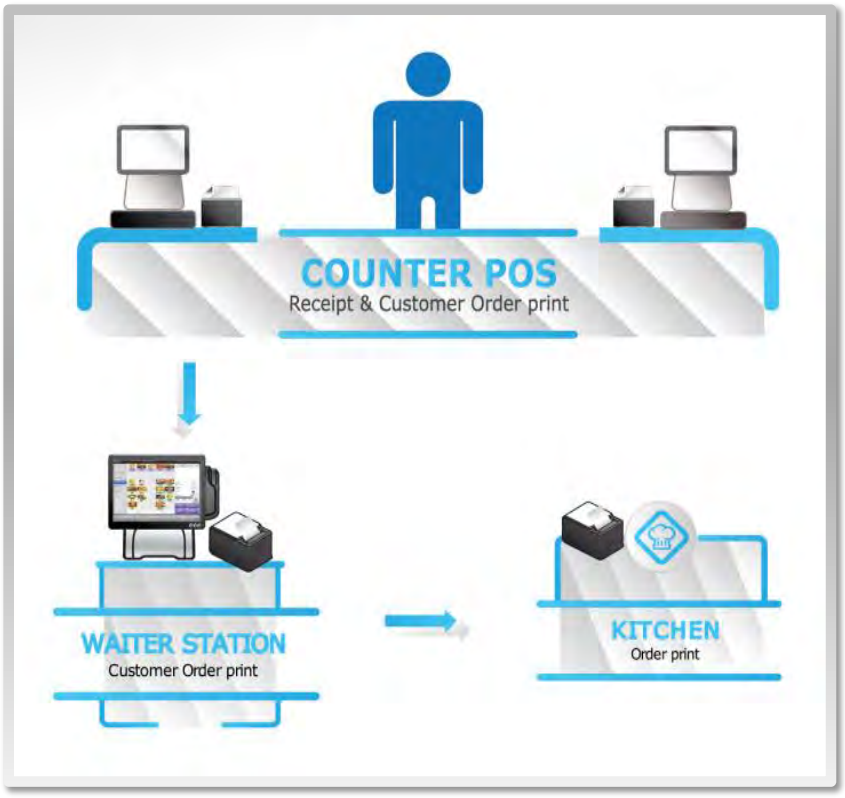
- **POPs Settings**

If you have a separate server, set as below.
See "PART 1 - Chapter 4. POPs Sofeware Configuration – 1. Database Server " "Step2. Database Server Connection and Language Selection."

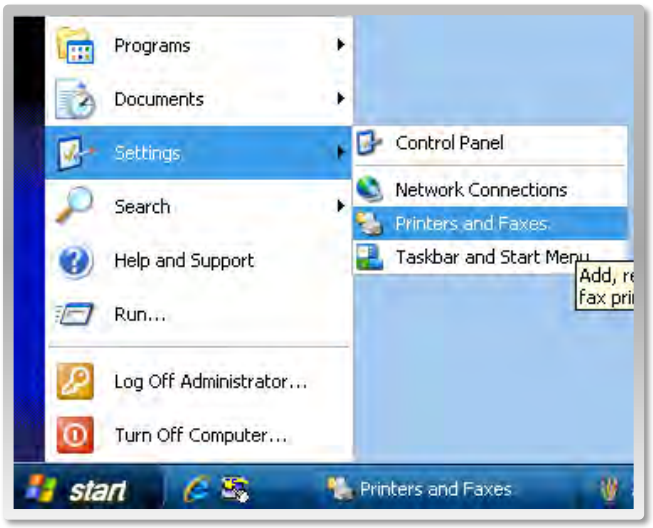
Type IP address of the database server.

2. Sharing Kitchen Printer

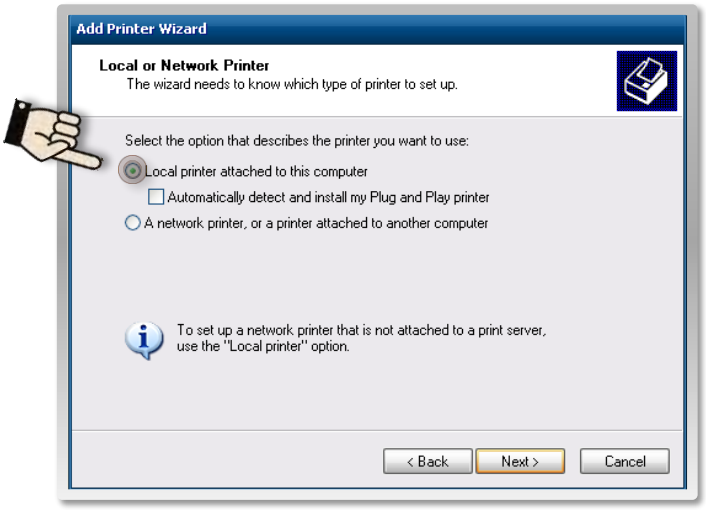
➔ When a Kitchen Printer is connected to Waiter Station, share it with Counter POS



1) Confirm the connectivity of Kitchen printer with Waiter Station
Add a Local Printer from Waiter Station. Select Start → Settings → Printers and Faxes and click *[Add a printer]*.



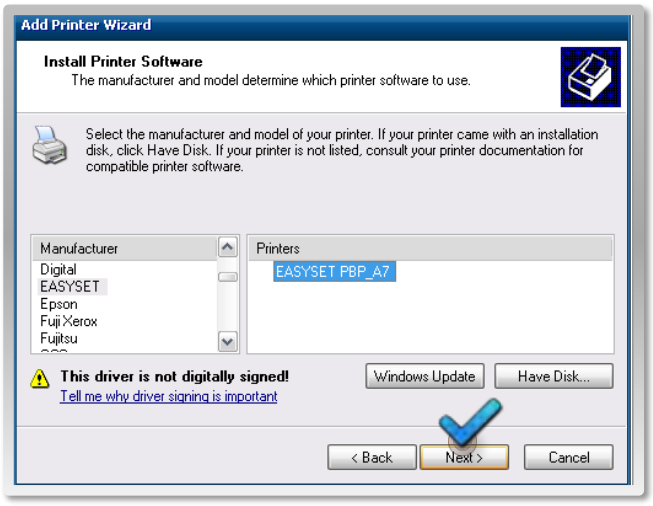
[Image 2-1] Running Printer and Faxes


Add Printer Wizard
Local or Network Printer
The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< Back
Next >
Cancel

[Image 2-2] Adding Local Printer at Waiter Station

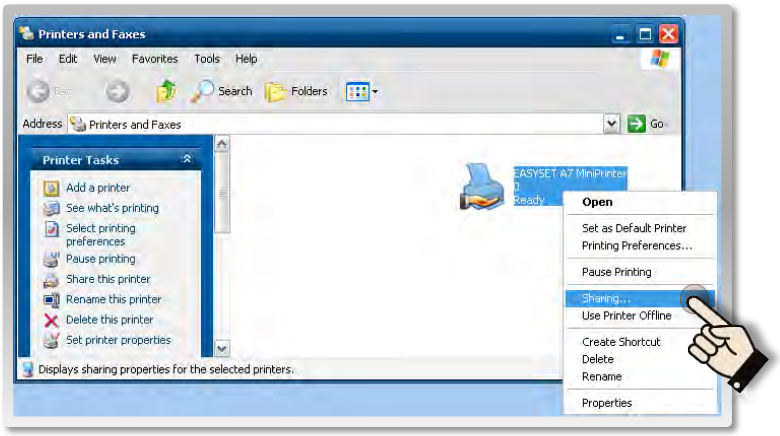
Add Printer Wizard
Select a Printer Port
Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
Use the following port:
COM1: (Serial Port)
Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:
Create a new port:
< Back
Next >
Cancel

[Image 2-3] Selecting Port

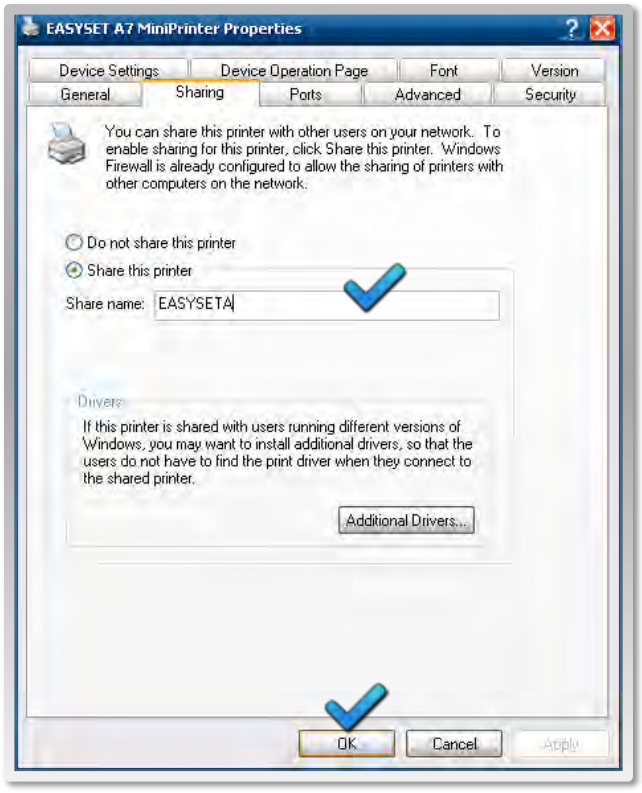

Add Printer Wizard
Install Printer Software
The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Manufacturer
Digital
EASYSET
Epson
Fuji Xerox
Fujitsu
Printers
EASYSET PBP_A7
This driver is not digitally signed!
Tell me why driver signing is important
Windows Update
Have Disk...
< Back
Next >
Cancel

[Image 2-4] Selecting Printer Driver Given by Manufacturer

2) Test printing Kitchen Printer from the Waiter Station
3) Share the Kitchen Printer at Waiter Station as follows.
Right click on the Kitchen Printer and select [Sharing...].
Type share name and click *[OK]*.
Keep the Share name on a note or remember .

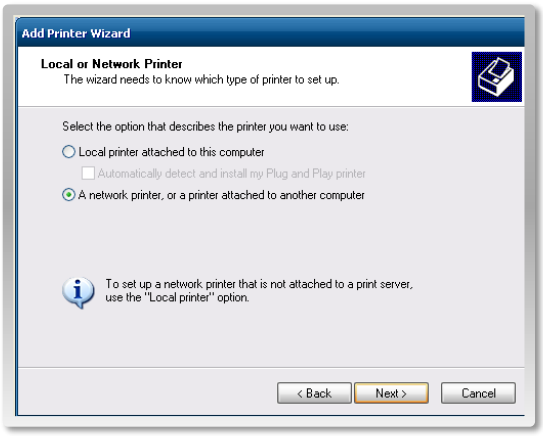


[Image 4-1] Sharing Local Printer

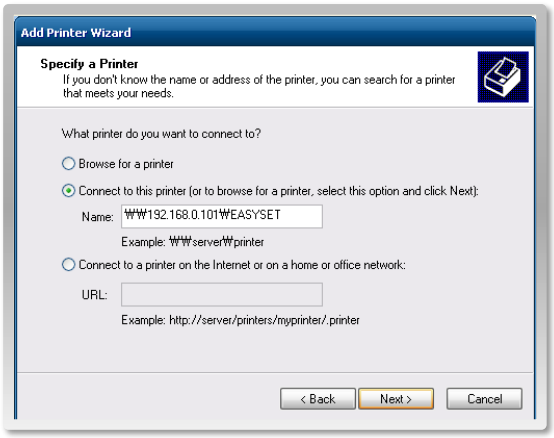

EASYSET A7 MiniPrinter Properties
Device Settings
Device Operation Page
Font
Version
General
Sharing
Ports
Advanced
Security
You can share this printer with other users on your network. To enable sharing for this printer, click Share this printer. Windows Firewall is already configured to allow the sharing of printers with other computers on the network.
Do not share this printer
Share this printer
Share name: EASYSETA
Drivers
If this printer is shared with users running different versions of Windows, you may want to install additional drivers, so that the users do not have to find the print driver when they connect to the shared printer.
Additional Drivers...
OK
Cancel
Apply

[Image 4-2] Inputting Share Name of the Printer

4) Add the network printer to Counter POS.


Add Printer Wizard
Local or Network Printer
The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< Back
Next >
Cancel

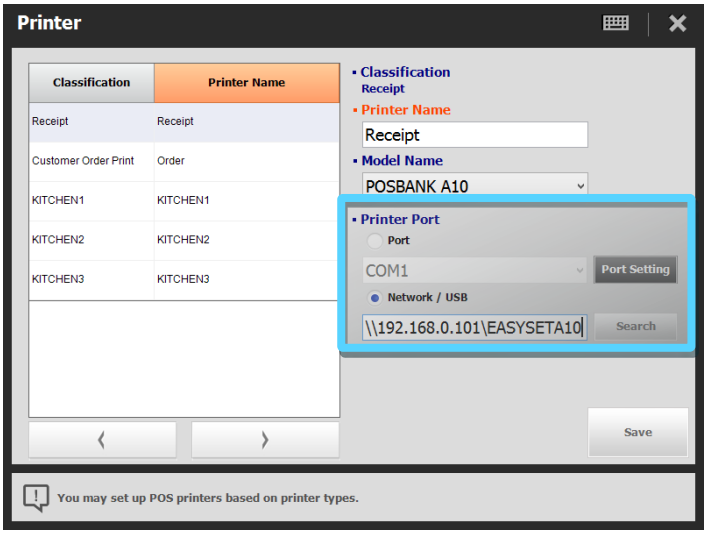
[Image 5-1] Adding Network Printer


Add Printer Wizard
Specify a Printer
If you don't know the name or address of the printer, you can search for a printer that meets your needs.
What printer do you want to connect to?
Browse for a printer
Connect to this printer (or to browse for a printer, select this option and click Next):
Name: ₩₩192.168.0.101₩EASYSET
Example: ₩₩server₩printer
Connect to a printer on the Internet or on a home or office network:
URL:
Example: http://server/printers/myprinter/.printer
< Back
Next >
Cancel

[Image 2] Specifying a Printer By Browsing or Manual

The above screen shows correct setting for Waiter Station with IP 192.168.0.101, and separated by backslash sign, "\", with Share name of the Kitchen Printer: EASYSET.

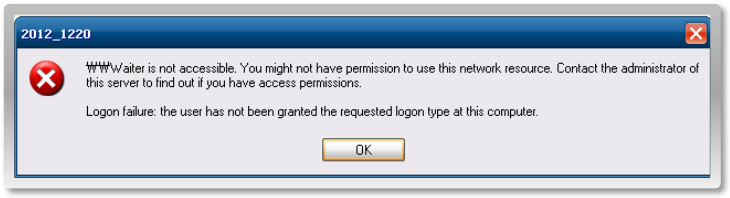
5) After installation, test print.
Input Printer Settings information from Counter POS.



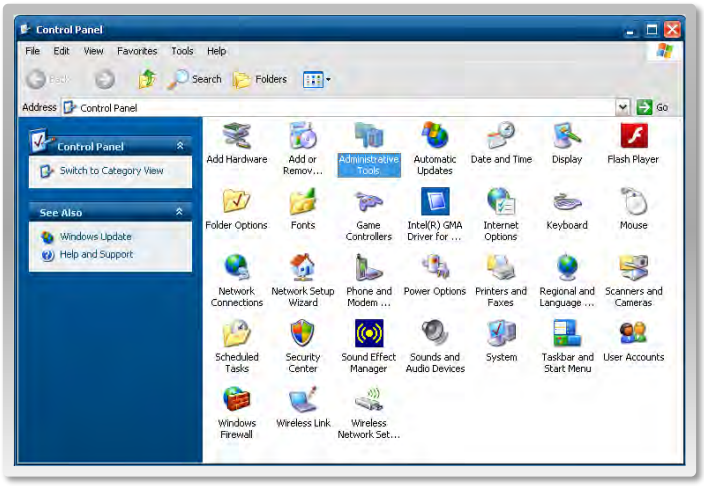
3. Local Security Settings

➔ If you receive error messages and shared resource is not accessible from the clients, change local security settings.

Error Message

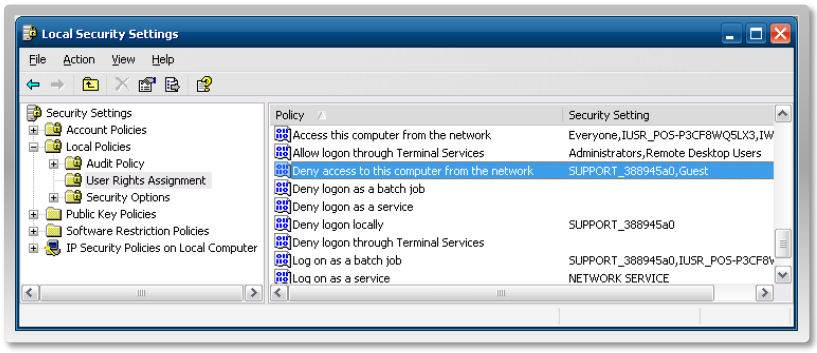

2012_1220
\\WW\Waiter is not accessible. You might not have permission to use this network resource. Contact the administrator of this server to find out if you have access permissions.
Logon failure: the user has not been granted the requested logon type at this computer.
OK

1) Click *Start → Settings* → *[Control Panel]- [Administrative Tool]*.

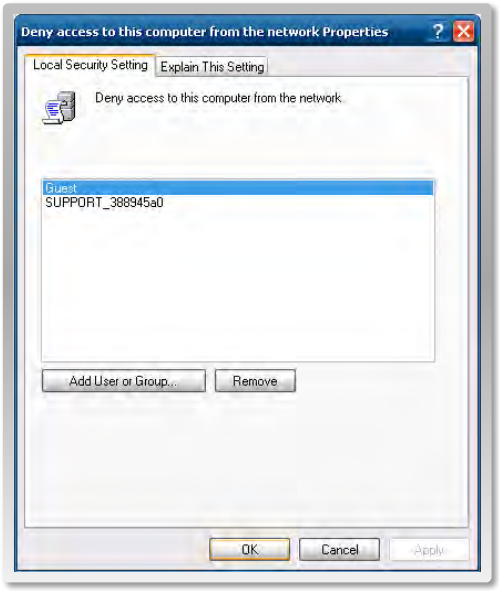


2) Click *[Local Security Policy]*.

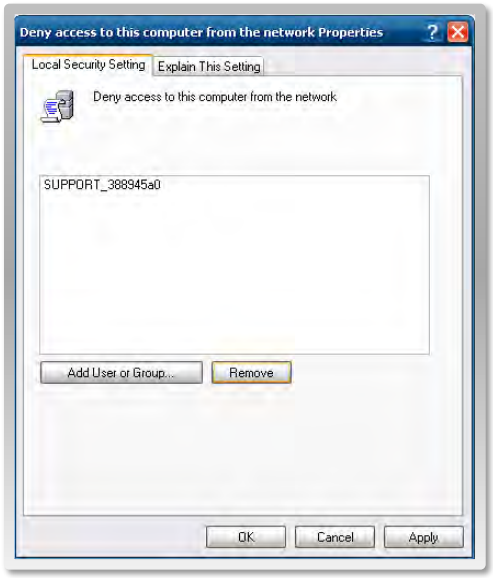
3) *Click [Local Policies – User Rights Assignment]* and double click *[Deny access to this computer from the network]*.



4) *Select [Guest]* and click *[Remove].*



5) *Confirm [Guest]* is removed.



PART 2. Basic Screen

Chapter 1. Login & Main Screen
Chapter 2. Dine In Screen
Chapter 3. Order Screen
Chapter 4. Settlement Screen
Chapter 5. Other Functions

WHAT YOU WILL LEARN IN THIS PART

Understanding of POPs Basic Screen

Login, Exit, & Main Screen

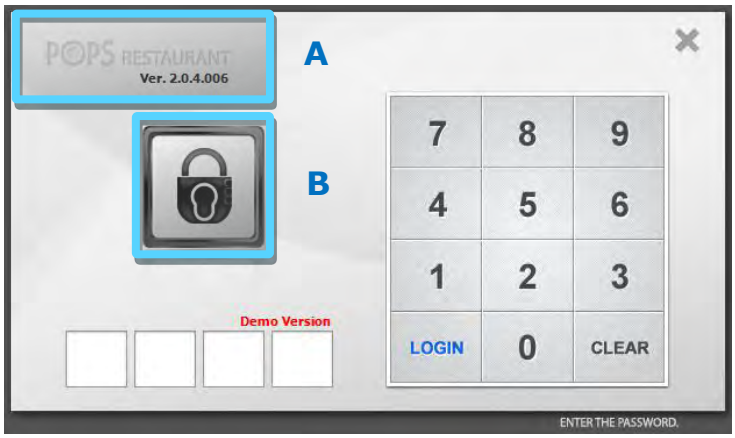
1. Login

➔ When you run the POPs Restaurant program, the login window pops up. Enter the password assigned by administrator. The password could be any number or numbers between 0 (zero) and 9999.

[Image1] Login

You can change logo on the login screen:

A) Agent logo: ask administrator.
B) Merchant Logo: open to the public.



Tip

- Password for Demo is "9999" .
- To simplify the procedures, we do not use ID or Username: only use password to authenticate. The passwords must be unique.
- Please refer to Employee Registration.

There are two types for operating POPs Restaurant: Local and Cloud.

[Local]: The database will be resided in the local POS station.
[Cloud]: It synchronizes data between the database in the Cloud and the local database.

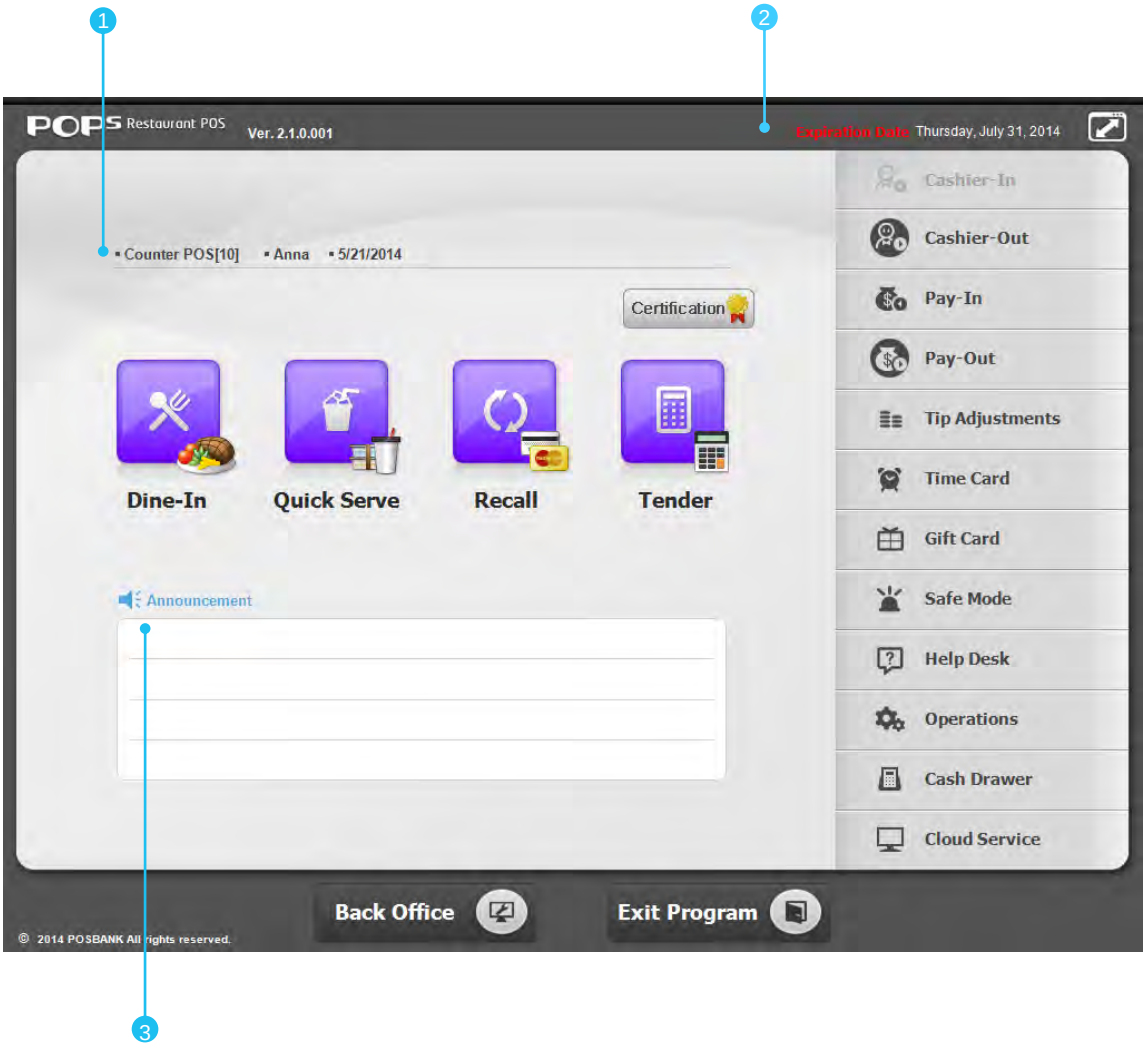
You can select the operation type from the following window:

2. Exit

➔ When you click *[Exit Program]* on the main screen, the *[Exit Program]* window pops-up as follows:

- **[Return To Windows]:** closes the POPs application, and returns to Windows.
- **[Shutdown Windows]:** turns off the system.
- **[X] mark:** returns to the POPs application.

3. Main Screen



[Figure 2] Main screen

➔ Main screen consists of up to 19 Functionality Buttons.

1) **POS Name** (Identifying name for the POS station), **User** (Name of the current logged-in User), **and Date and Time** (Date and Time)
2) **Expiration Date** : Demo version expires on this date.
3) **Announcement :** Notice to users

: This button toggles between the full and normal size of screen.

Tip

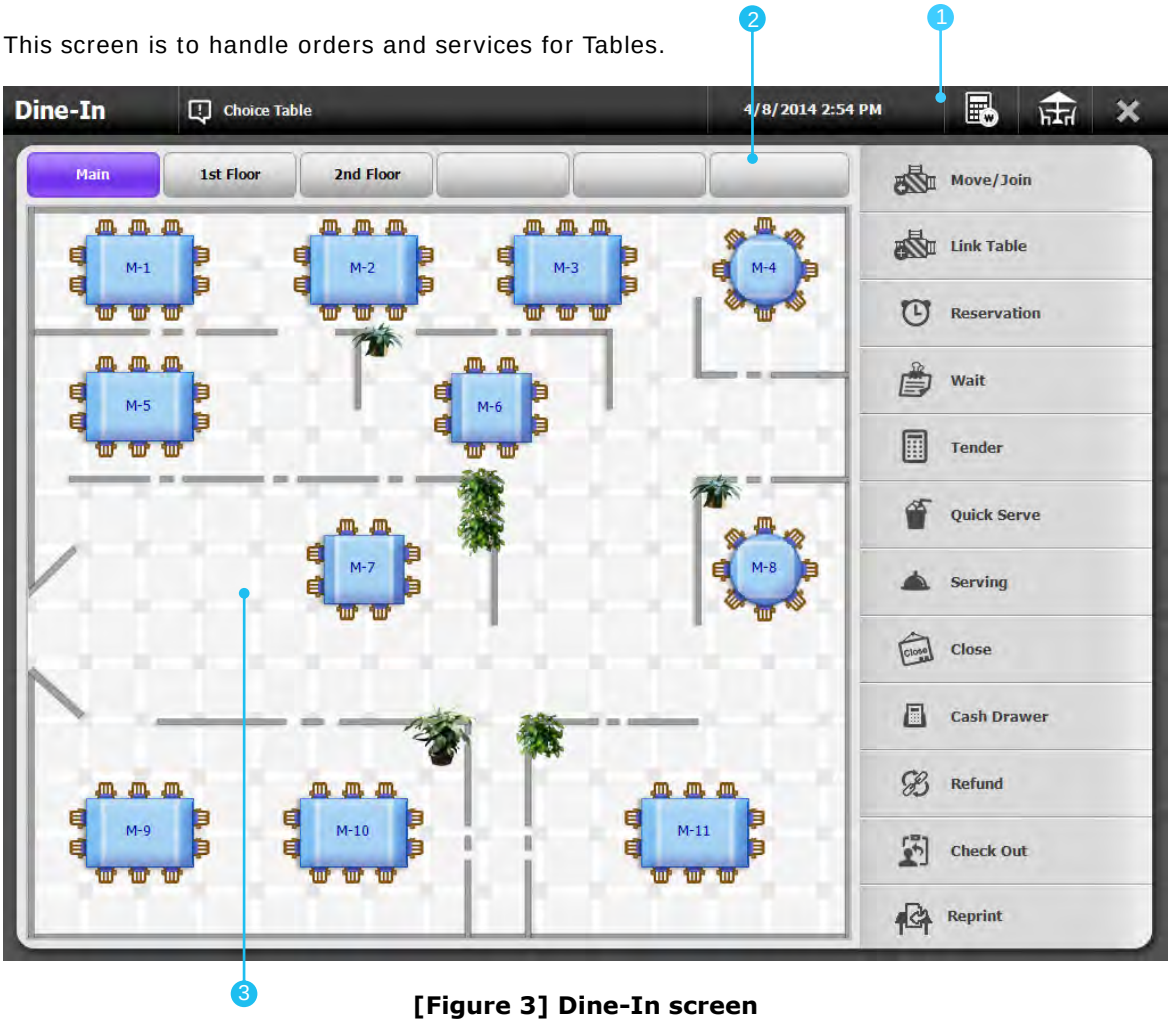
1) 19 Buttons are subject to change or removal according to the user's preference.
2) Choose 4 Main Buttons.
3) See Chapter21. Setting → 2.Basic Management → C. Button Display Setting. For customizing Function buttons.
4) You can view the User's Manual in PDF file by pressing F1 key in the main screen. If there's no Adobe Reader installed on you system, you need to install it first.

Main Screen Function Buttons			
Icon	**Name**	**Description**	**Page**
	Time Card	Check Employee Clock-In & Out as well as Breaks	Chapter10
	Cashier-In	Cashier checks in with initial deposit to cash drawer.	
	Cashier-Out	Cashier closes operations (Shift Change or End of the Day)	
	Pay-In	When money is added to to Cash Drawer without transaction from POS station.	
	Pay-Out	When money is withdrawn from Cash Drawer without transaction from POS station	
	Dine-In	When you take order from Table.	
	Quick Serve	Service for payment in advance like Take-Out or Eat-In	
	Delivery	When your restaurant makes deliveries	
	Delivery List	Manage and Monitor delivery orders	
	Delivery Hold List	Hold Phone Call for delivery and take order from this list	
	Recall	Change Settlement Information or Cancel the Completed and Settled Orders.	
	Tender	Settle the Order	
	Tip Adjustments	Add Tip after Credit Card Processing	
	Gift Card	Issue and Sell Gift Card.	
	Safe Mode	Screen Protection Mode.	
	Cash Drawer	Opens Cash Drawer.	
	Cloud Service	Web Service to support analyzing statistical data for the sales online	
	Help Desk	Remote connection service to troubleshoot POS system	
	Operations	Settings and analysis tools for POS Operation.	

Dine-In Screen

1. Basic Screen

This screen is to handle orders and services for Tables.



[Figure 3] Dine-In screen

➔ ❶ Switch screens for Basic, Quick Settlement, Table Information

Quick Settlement: Switch screen to show table order info and facilitate settlement

Table Information: Switch to screen for customer allocation to Table

❷ **[Main], [1st Floor]... :** Name the table group by floor or location. (Default Table sections and settings are provided)

ex) Floor 1, Jason, Table Group1, Room 1

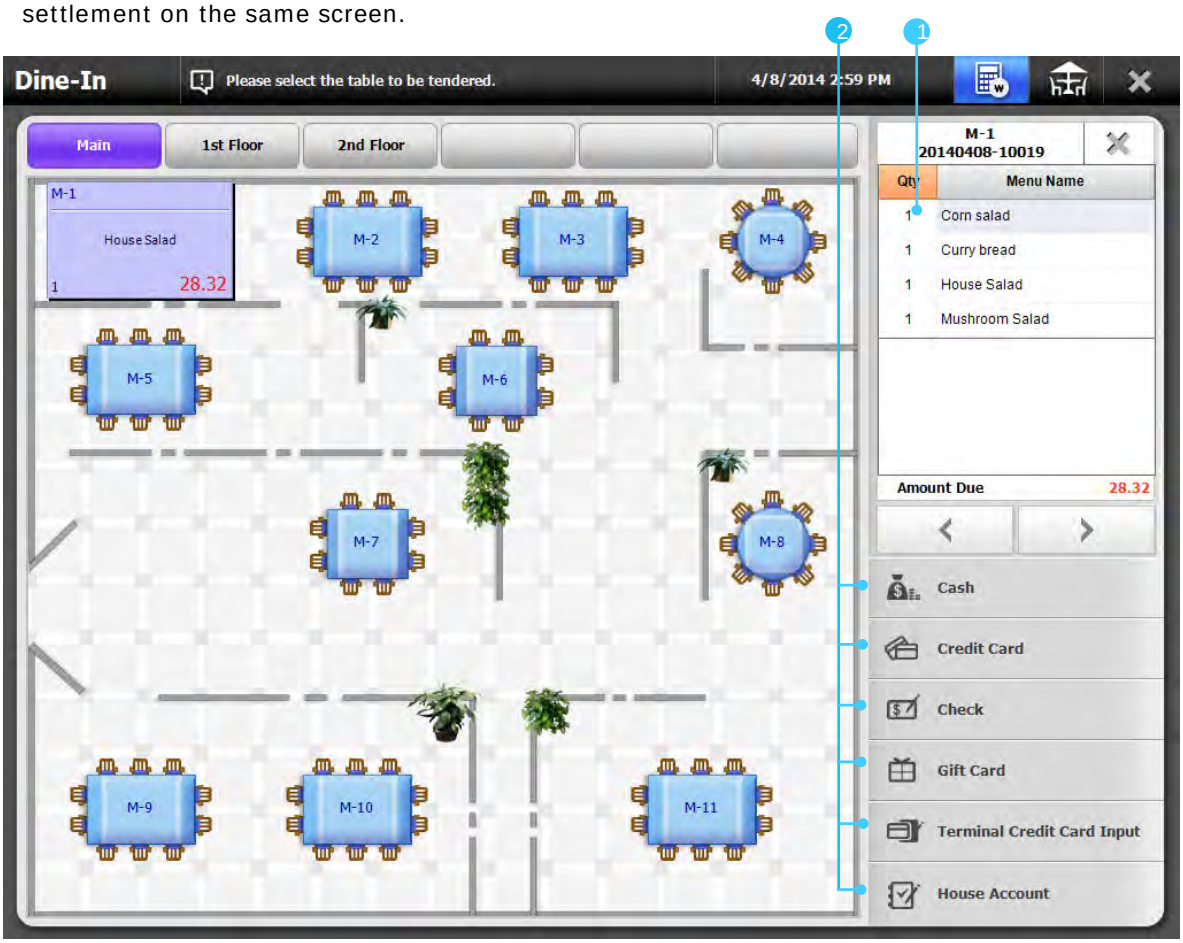
❸ Simulate the selected Table section to real table location.
(You can design and customize table floor) resolution : 724 x 644

Dine-In Basic Screen Function			
Icon	**Name**	**Description**	**Page**
	Move/Join	Move or Join Customers to another table.	
	Link Table	For Groups, linking multiple tables works like a single table.	
	Tender	Receive payment for the Order at the table.	
	Quick Serve	From Dine In switch to Quick Serve	
	Serving	Show status of order served to the Table	
	Check Out	It reminds that checks have been given to customers.	
	Cash Drawer	Open Cash drawer	
	Refund	Void completed transaction and give money transaction back.	
	Reservation	Function to manage reservations for customers.	
	Wait	Create and Manage customer wait list.	
	Pre-AUTH	Pre-Authoriztion of Credit Card Settlement	
	Close	Finish Dine-In Operation	
	Reprint	Reprint Order. Click this Icon First → Select Table	

- Dine-In is composed of twelve functions you can customize with functions that you need for your store.

2. Quick Settlement Screen

From Dine-In Screen, Click icon to show order status of the table and expedite settlement on the same screen.



[Screen That Shows Table M-9 Selected in Dine-In Screen]

➔ Toggle Icon to return to Dine-In Screen.

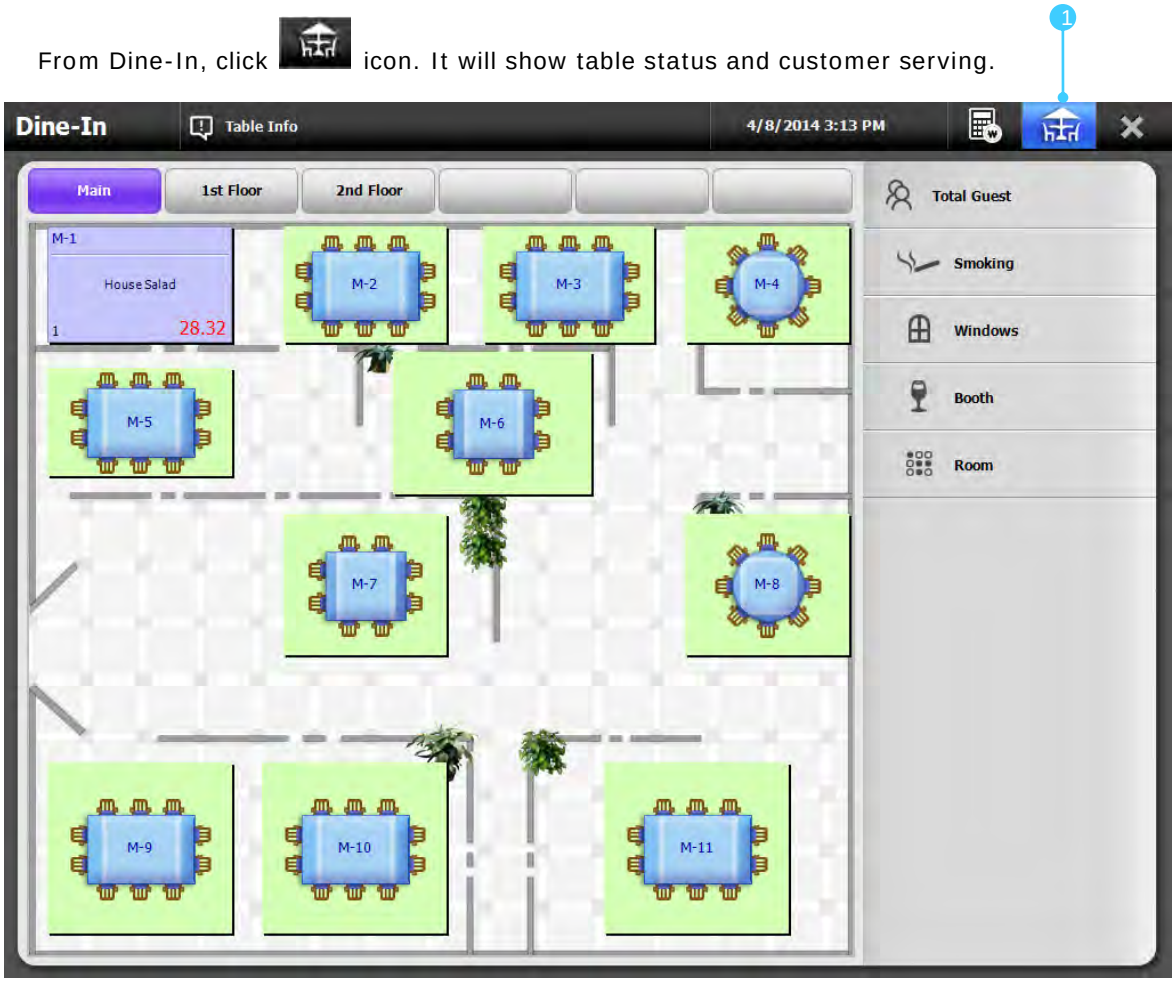
❶ **Quick Info Section:** Shows the order status of the selected table. From this screen, click Tables to directly input order from this screen.

❷ **Quick Tender Types:** You can directly receive payment without switching to settlement screen.

Dine-In Quick Settlement Functions			
Icon	**Name**	**Description**	**Page**
	Cash	Payment to be made in Cash ($)	Chapter9. Settlement Screen - 2.Settlement Type Section
	Credit Card	Payment to be made by Credit Card. Credit Card is present.	
	Check	Payment to be made by Check	
	Gift Card	Payment to be made by valid Gift Card	
	Terminal Credit Card Input	Payment to be made by Credit Card number. Credit Card not present.	
	House Account	Payment made by the establishment to be paid by customer later.	

3. Table Information Screen

From Dine-In, click icon. It will show table status and customer serving.

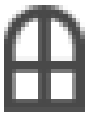


[Dine-In Screen, M-9 Table]

➔ : If you click this icon in Dine-In screen, it shows table information so that can help guide customers.

This option finds tables that meet customer's need with five function filters. *If tables are found, they blinks as shown* **[M-14] [M-15]** above.
Select another table section to continue to search.

Dine-In Table Information Function			
Icon	**Name**	**Description**	**Page**
	Total Guest	Shows total number of guests	
	Smoking	Tables allowed for smoking	

	**Windows**	Tables by the windows	
	Booth	Tables with Booth	
	Room	The place of room	

4. Table Design

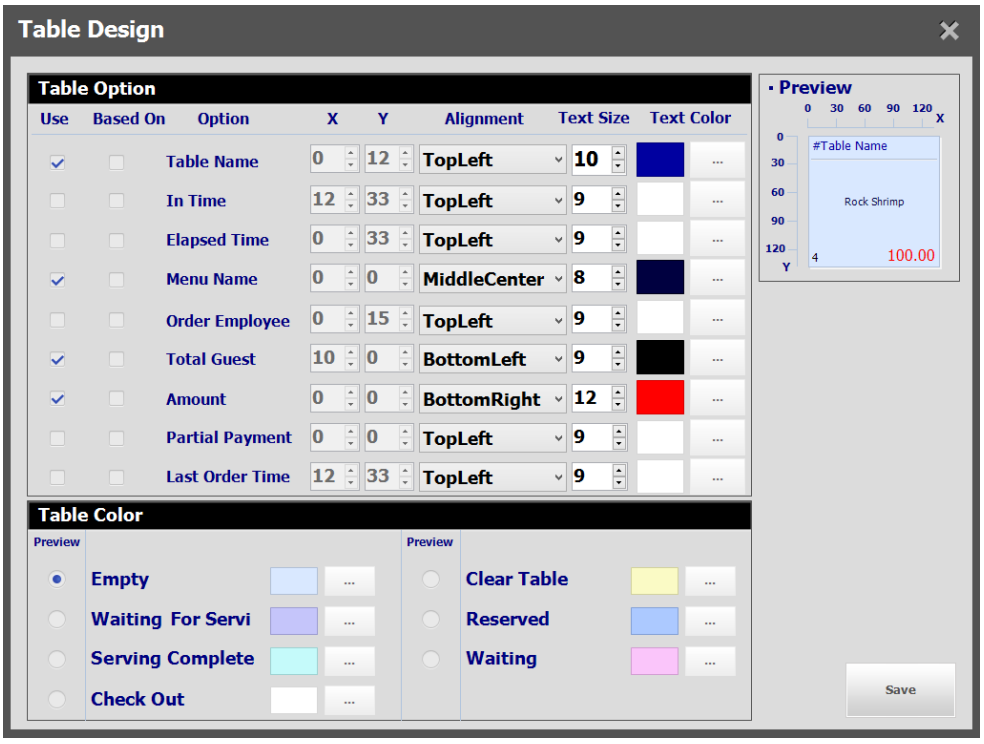
1) Information displayed on Table

Customer and Order Information is displayed to serve the customer better.

[Order Information on Table]

Dine-In Table Information Function			
Text	***Name***	***Description***	***Memo***
M-2	Table Name	Name of Occupied Table	
-	In Time	Time when customer ordered first.	
-	Elapsed Time	Time passed after the first order.	
Big Steamed Dumpling	Menu Name	Ordered Menu Item	
-	Order Employee	Employee received order	
1	Total Guest	Number of customers at table	
12.94	Amount	Order Total	
-	Partial Payment	Partially paid amount	
-	Last Order Time	Indicates the last order time on the table	

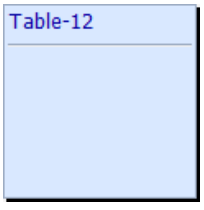
➔*Tip* Order information shows according to setting at Table Options as follows.



Location : Operations → Settings → Screen Design → Table Design

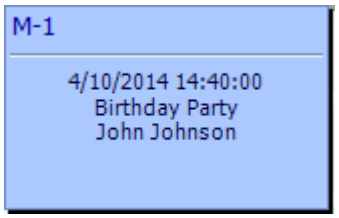
2) Tables Based on Status

Tables are visually differentiated in colors or shapes according to the status. The followings are the default visibility.

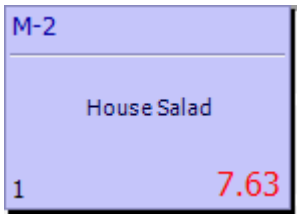


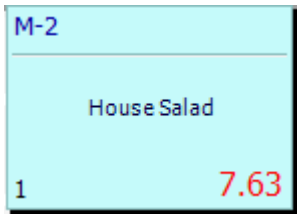
(With Table) **(Without Table)**

The table before ordering (empty)
- Table images are customizable



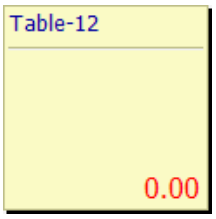
The reserved table
- Show Reservation Information
- Colors are selectable





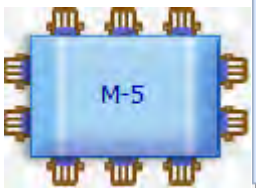
The table after ordering
- Shows order information
- Waiting for serving

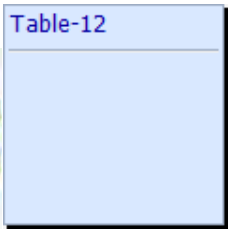
The serving completed table
- Prevents delaying service.



(With Table) **(Without Table)**

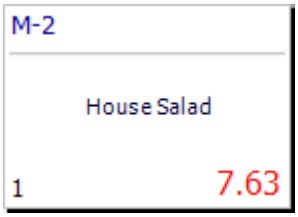
The table after settlement
- The table is not cleared yet.



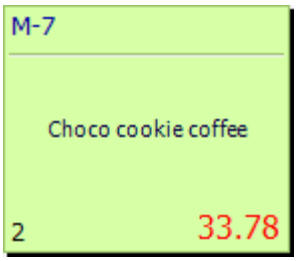


(With Table) **(Without Table)**

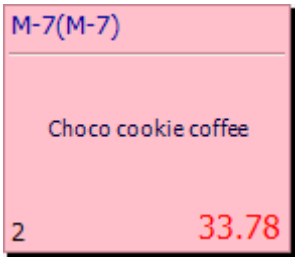
The table after get cleared
- Ready to serve next customer



The table after the check given to customer
- Reminds you that you gave checks to customers
- Colors are selectable



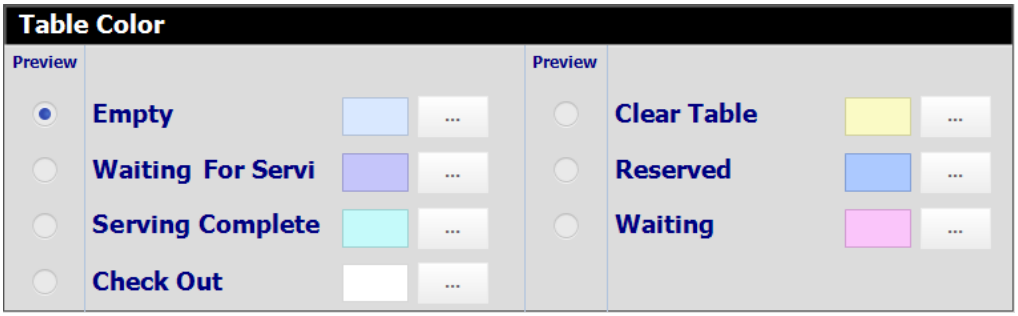
The table in the midst of "Move/Join"



The table in the midst of "Link Table"

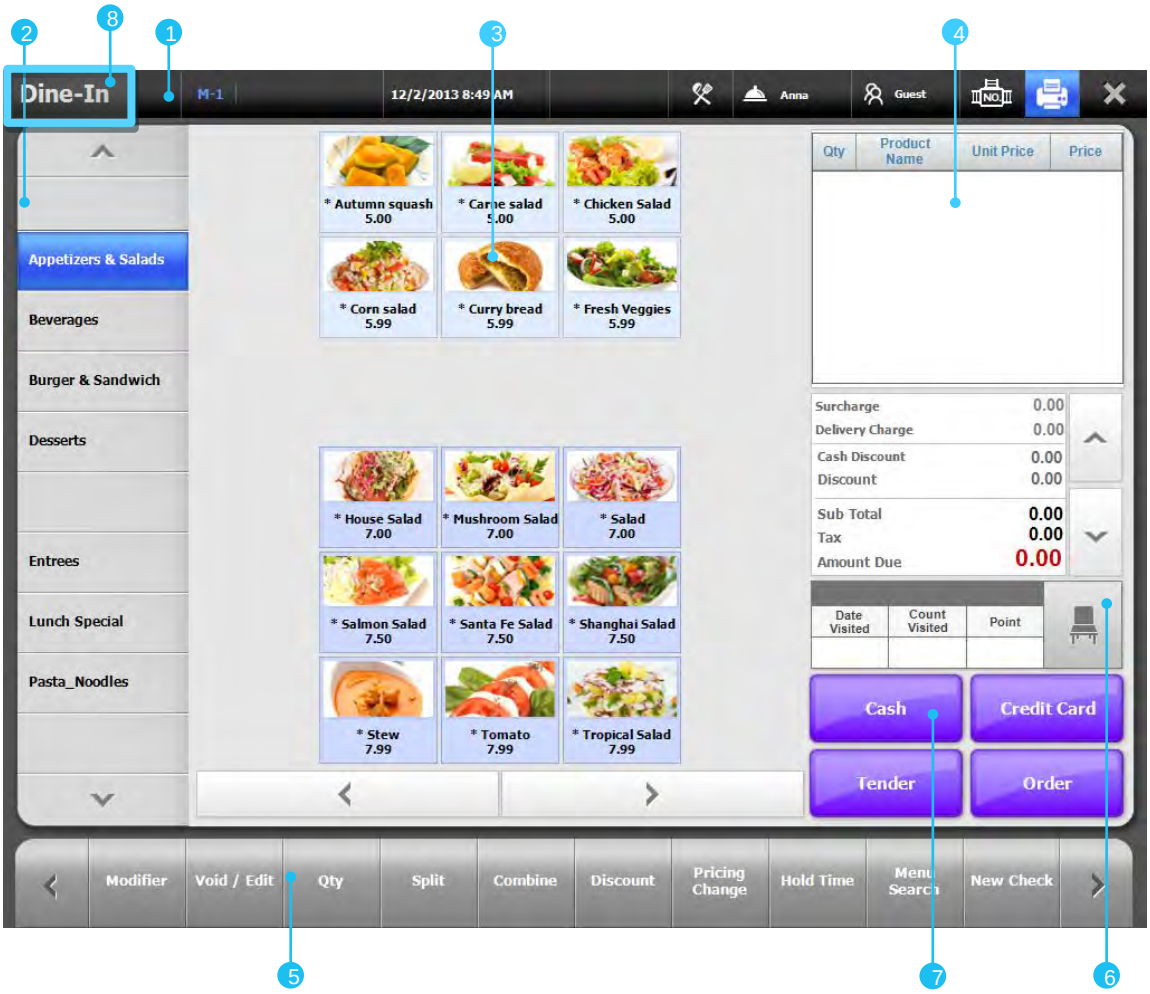
The reserved table that passed the reserved time

➔*Tip* You can select and assign colors using Color Management for certain purposes.



Order Screen

Both Dine-In and Quick Serve use this screen for entering orders.



➔

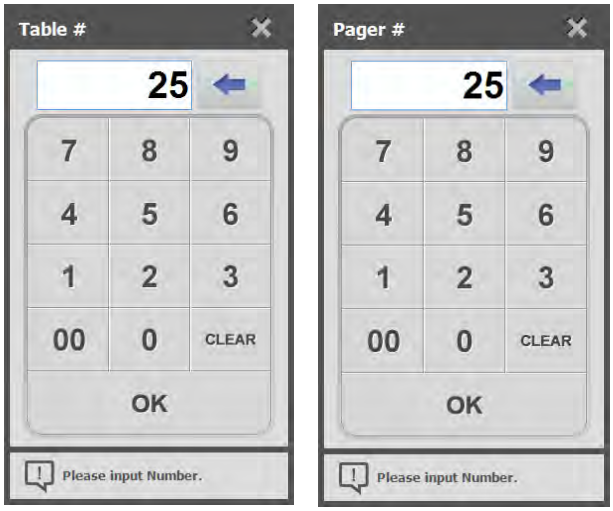
1. Title Bar Section
2. Menu Group Section
3. Menu Section
4. Order List Section
5. Order Edit Function Bar
6. Seat Order & Customer
7. Order Finalization Function
8. Hot spot to send the order screen to the second display: double click to send it back and forth.

1. Title Bar Section

Order Screen Title Bar			
Image	**Name**	**Description**	**Memo**
Dine-In	Business Type	Dine-In or Quick Serve	
M-1	Table Name	Table Name for Order	For Dine-In
Check No. 10-001	Check Number	Check number for Order. Additional Order for the same table will use the same check number	For Dine-In
12/2/2013 9:01 AM	Date	Current date	
	Kitchen Memo	Special note to the order can be sent to Kitchen with the order sheet.	
Anna	Server	Server assigned to the Table	
Guest	Guest	Number of Guests at the Table	
	Table/Pager Number *	Table or pager number	
	Kitchen Order Print	It is On/Off feature for printing kitchen orders.	

* Table/Pager Number

You can print an instant number on the order and kitchen print by clicking this icon. When you click this icon, a number entry form pops up as follows:

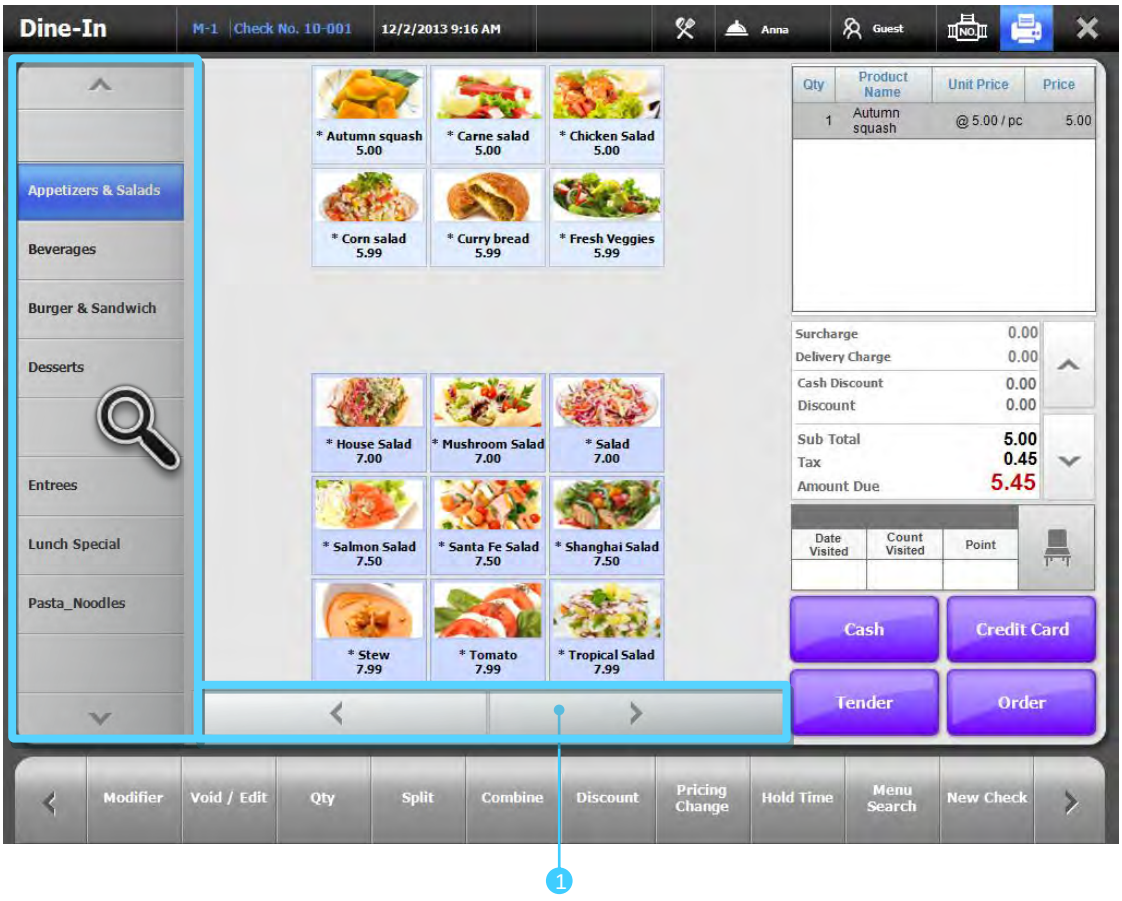


[Table #] and *[Pager #]* are the buttons to toggle each other. When you click it, it toggles between *[Table #]* and *[Pager #]*.

When you order by entering a number here, this number will be printed on the order and kitchen sheets.

2. Menu Group Section

Order Screen with Menu Group: Both Dine-In and Quick Serve use this screen.



➔ When you click on a menu group, menu items that belong to the group will display in the center pane.

- A screen shows up to ten groups. If there are more than ten groups, they are displayed in the next pages. You can navigate them with up and down arrow button.
- You can add, remove and customize menu groups.

Tip Administrator can create and manage menu groups by pressing *[F12]* in the Order Screen

3. Menu Section

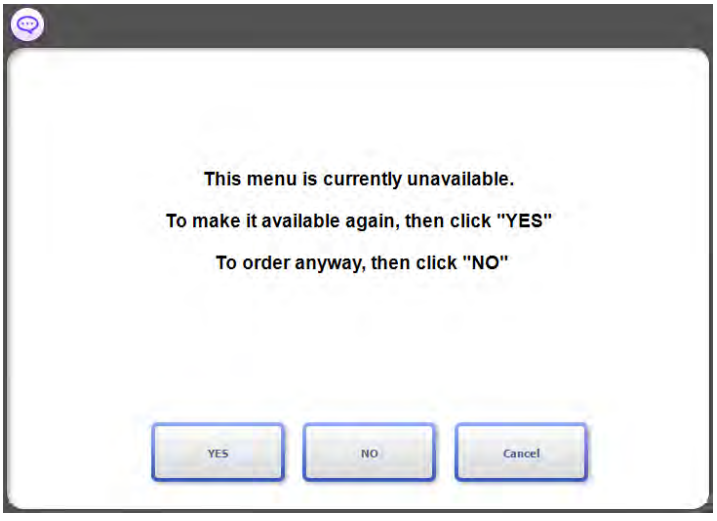
Menu Items are arranged and displayed for easy order processing.

➔ The screen can display up to thirty (30) Menu items. Menu items over thirty will be shown when you click the left and right arrow button (❶)

- You can add, remove, and customize Menu items.
- Photos or Images of Menu items are displayed by using Menu-Photo/Images. You can select and assign color too.

< Out-of-Stock Menu >

When you set up a menu as out-of-stock, this menu will look like the image above. If you click on the menu, you will see a message window with options you can select as follows:



[YES]: You can make the menu available again.

[NO]: still can order the menu.

[CANCEL]: return to the Order Screen.

Tip Administrator can create and manage Menu items and their colors by pressing *[F12]* in the Order Screen.

4. Order List Section

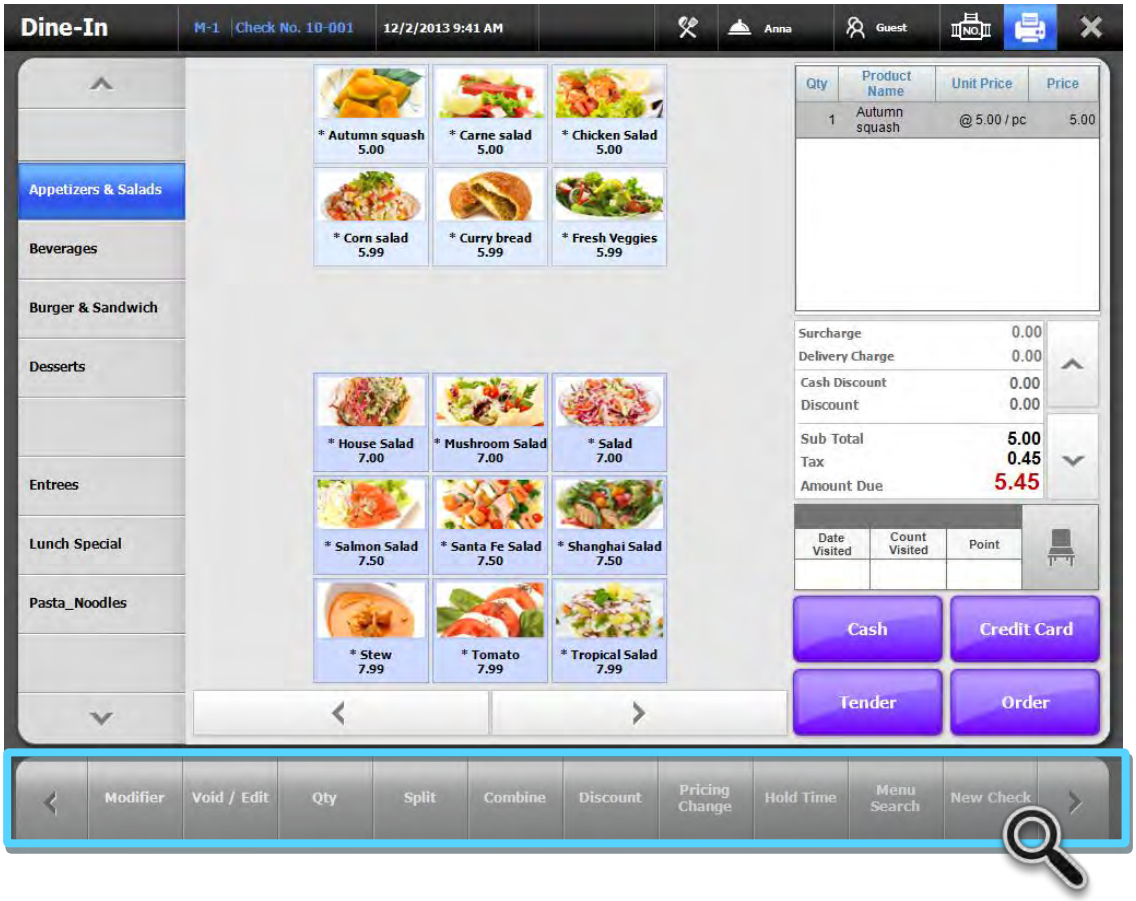
This section lists the ordered menu items with summation of amounts.

➔ Selected Menu items are listed here.

- Additional Order: Previous menus are in grey backgound, and new menus are in white background.
- If Menu items are too many to be shown, you can navigate them by clicking up and down arrow button (⬆⬇).
- Total amount of order is shown.

5. Order Edit Function Bar

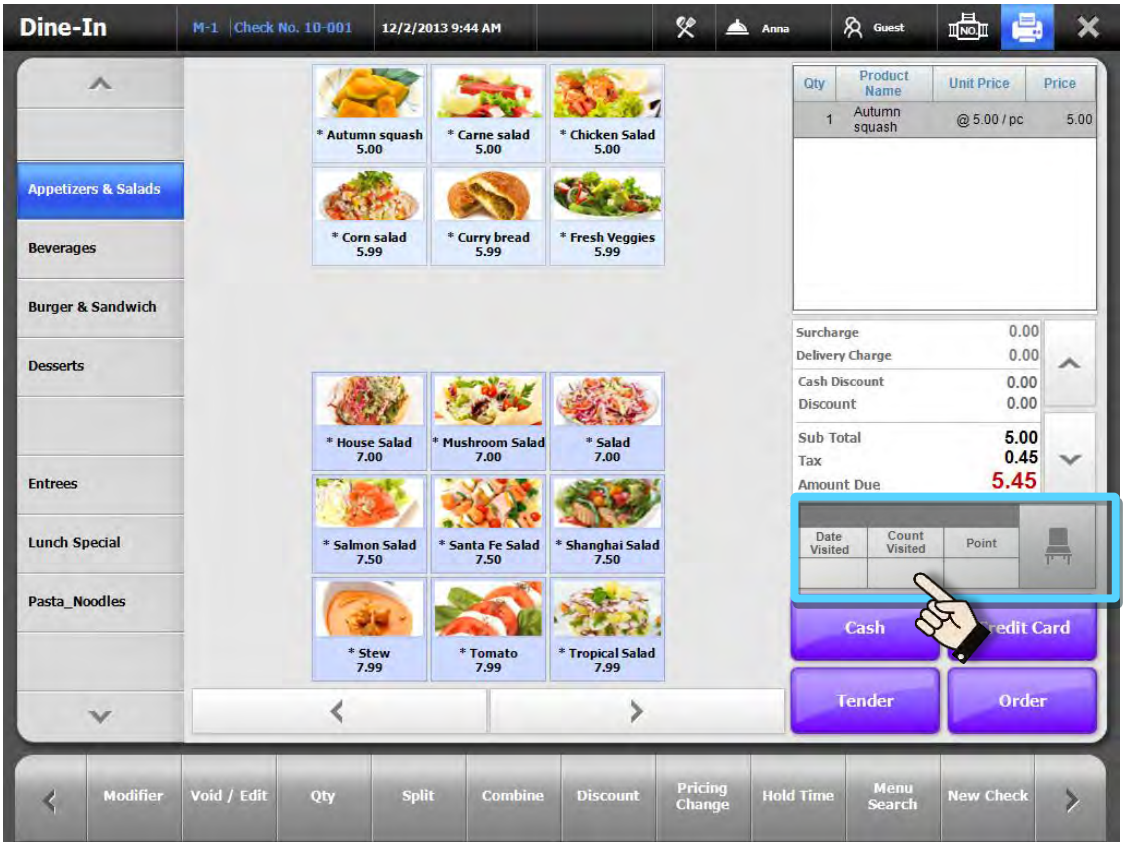
Function buttons are customizable based on tasks such as Dine-In, Quick Serve, and Delivery.



Order Edit Function Bar			
Name	**Description**	**Memo**	**Page**
Modifier	Customizes the Order by adding options to the menu items.		
Void/Edit	Cancels or changes the Order.		
Split	Divides the orders into two or more separate sheets.		
Combine	Combines orders together	Dine-In Only	
Hold Time	Holds Kitchen Order to be printed.	Dine-In Only	
Hold Order	Holds current Order	Quick Serve Only	
Qty	Inputs quantities first before selecting Order		
Discount	Performs Discounts.		
Pricing Change	Changes prices for ordered menus.		
New Check	Takes a new order.	Dine-In Only	
Menu Search	Performs search on Menu items		
Last Receipt	Reprints the last receipt		
Surcharge	Adds surcharge		
No Tax	No Tax on Order.		
Rush Order	Sends Kitchen rush for urgent order processing	Dine-In Only	
Pager	Calls Guest Pager.		
Reprint Kitchen Order	Prints kitchen orders again.		

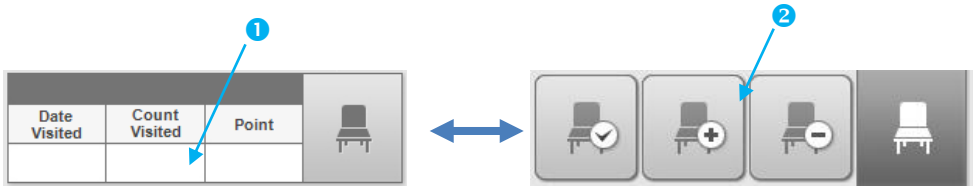
6. Seat Order & Customer

Click Seat Icon to process order by seat and get membership information.



➔

This button toggles between the modes of searching customer and ordering by seats.



❶ Click here to search and select member

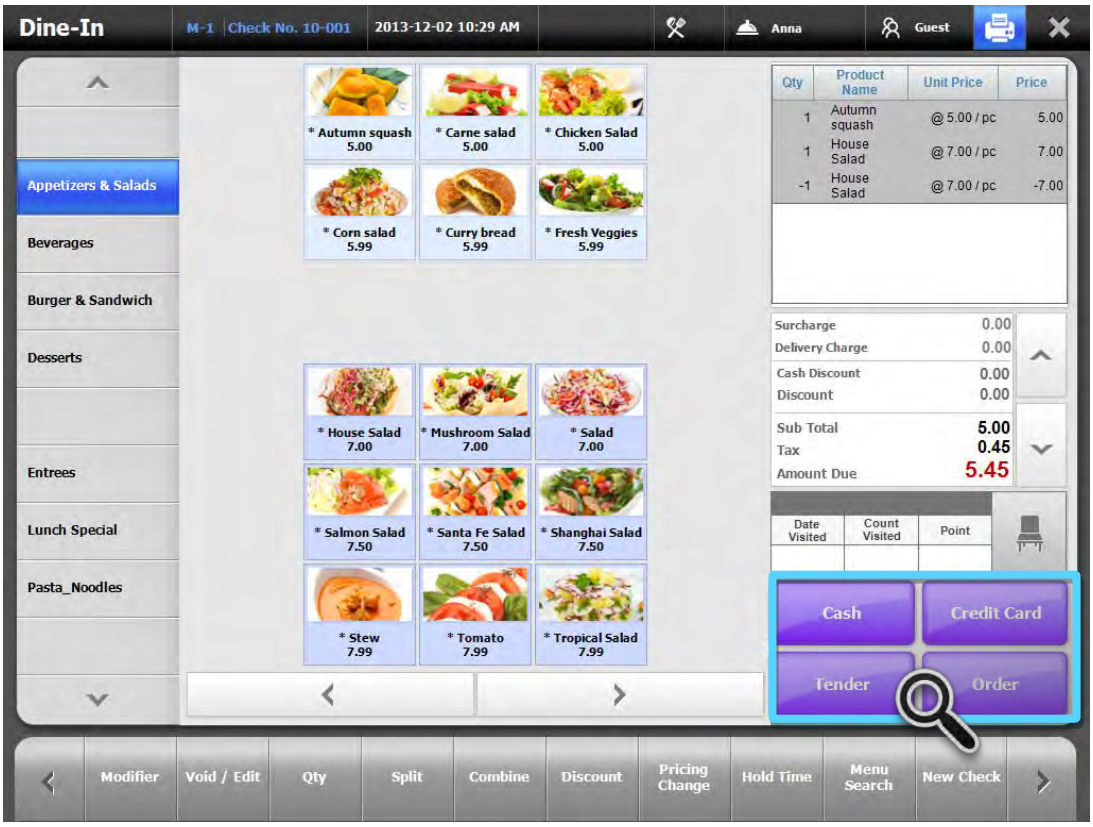
- Name: Member's name
- Date Visited: Date of the last visit
- Count Visited: Number of visits
- Point: Accumulated Memebership Points

❷ Click here to process Order by Seat.
Order by Seat facilitate serving and payment by seat.

See Order by Seat at "PART3 – Chapter12. Orders Procedures – 12. Order by Table Seat".

7. Order Finalization Function

Functions to finalize Order. (Payment)



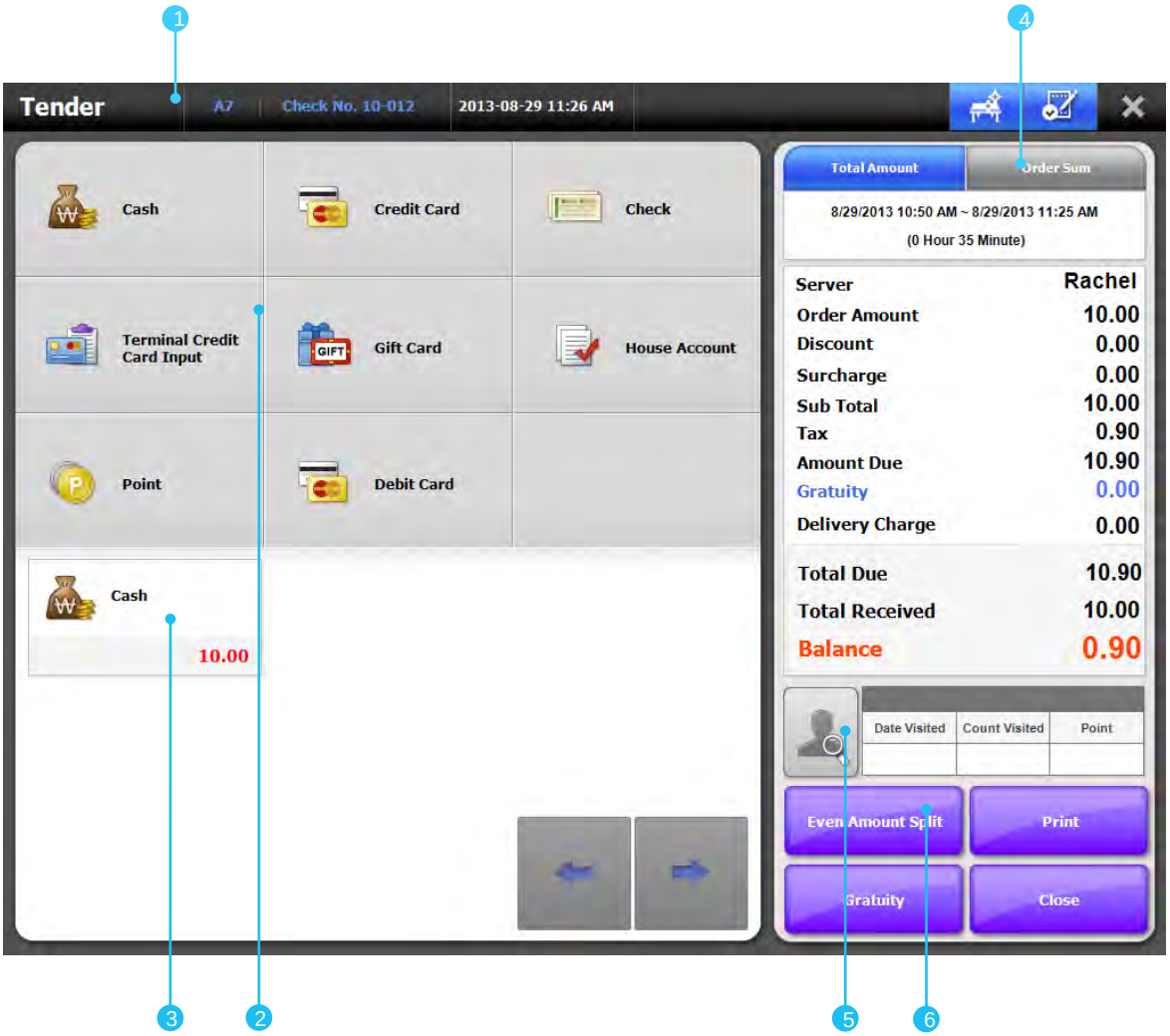
Order Finalization Function		
Name	***Description***	***Page***
Cash	Tender by Cash	
Credit Card	Tender by Card	
Tender	Tender by other means. i.e. Check or House Account	
Order	Finish Order. On Quick Serve Order, you can accept payment right away. **On Dine-In Screen:** Returns to Table Screen. **On Quick Serve Screen:** If order already exists, check is saved as unsettled order. If order information does not exist, it searches pending checks for settlement.	

TIP: The difference between [Order] and [Hold Order] in Quick Serve is to whether the order has been completed or not. [Order] completes the order, but contrarily [Hold Order] holds the order and puts it in the waiting list: the order is not completed yet.

If a menu item has a barcode, just scan the barcode on the Order Screen to palce the order. Then the item will be placed in the Order List Section.

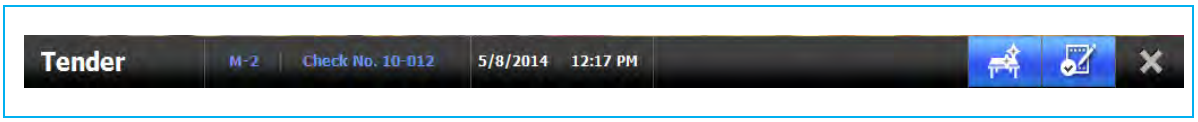
Settlement Screen

This screen is to finalize the method of payment for the Order.



(1) Title Bar Section
(2) Settlement Type Section
(3) Partial Payment Section
(4) Settlement Information Section
(5) Member Search Section
(6) Other Functions

1. Title Bar Section



Screen Title Bar			
Image	***Name***	***Description***	***Memo***
M-2	Table Name	Shows table name to make payment.	Dine-In Only
Check No. 10-012	Check Number	Check number	
	Clear Table Option	Toggles ON/OFF for clearing tables.	Dine-In Only
	Receipt Print Option	Toggles ON/OFF for printing the receipts.	

2. Settlement Type Section

There are nine tender types.

1) Cash

- Label Description

Blance : Amount to receive
Received : Amount received
Smart Pay shows expected tender amount.
Change : Shows changes

- Smart Pay Button

Smart Pay buttons at right side show expected tender amount from the Customer**.**

➔***Tip***

1) Smart Pay buttons can be set up in "Cash Unit".
   See Operations → Settings → System Codes → Cash Unit

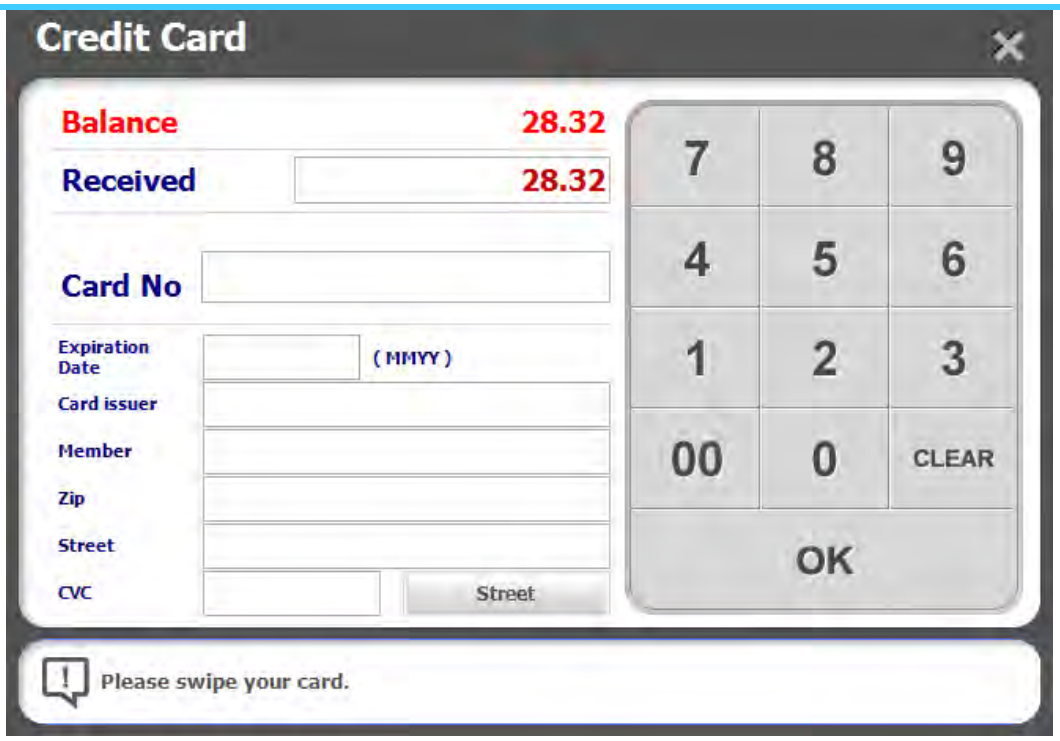
2) Cash Unit helps expedite cash count when you perform Cashier In/Out

---

2) Credit Card

There are two types of processing.

- **Swiping**: Read card information from MSR or PIN Pad
- **Manual**: Cashier inputs card information



- Label Description

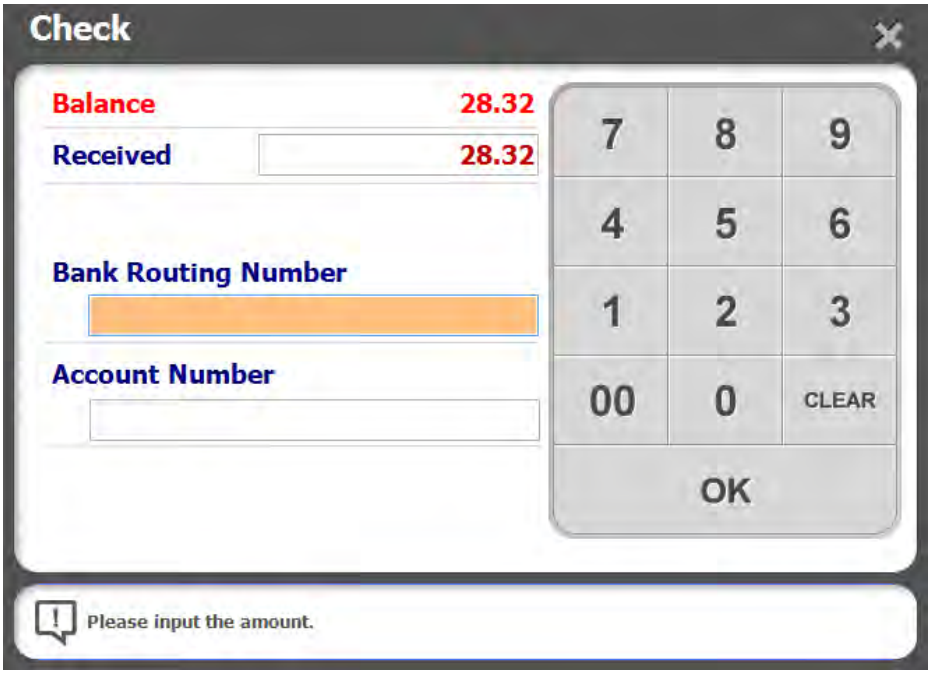
Balance: Amount to Receive
Received: Amount Received (going to be approved)
Card No: Credit Card Number
Expire Date: Expiration Date of the Card
Card Issuer: Card's Issuing Company
Member: Customer Name on the card
Zip: Five Digit Postal Code
Street: Street of the Address
CVC: Card Verification Code

Tip

1) Based on the card companies, you are not required to fill out the blanks, even the card number. In this case, just click "OK" button with the amount, and then swipe the card on the terminal. If you like to know more about the card processing, please ask us.
2) When you input Card Number manually, you must input expiration date of the card. CVC, ZIP, and Street are optional.

3) Check

Input Check information into database.



Enter Bank Routing Number and Account Number, and then click *[OK]*.

Tip This application does not process authentification of check. This should be done by the Store separately. Check payment information is simpley saved as a settlement type.

---

4) Terminal Credit Card Input

Terminal Credit Card Input is used when card payment is processed through a separate terminal which is not integrated into the POS Station.

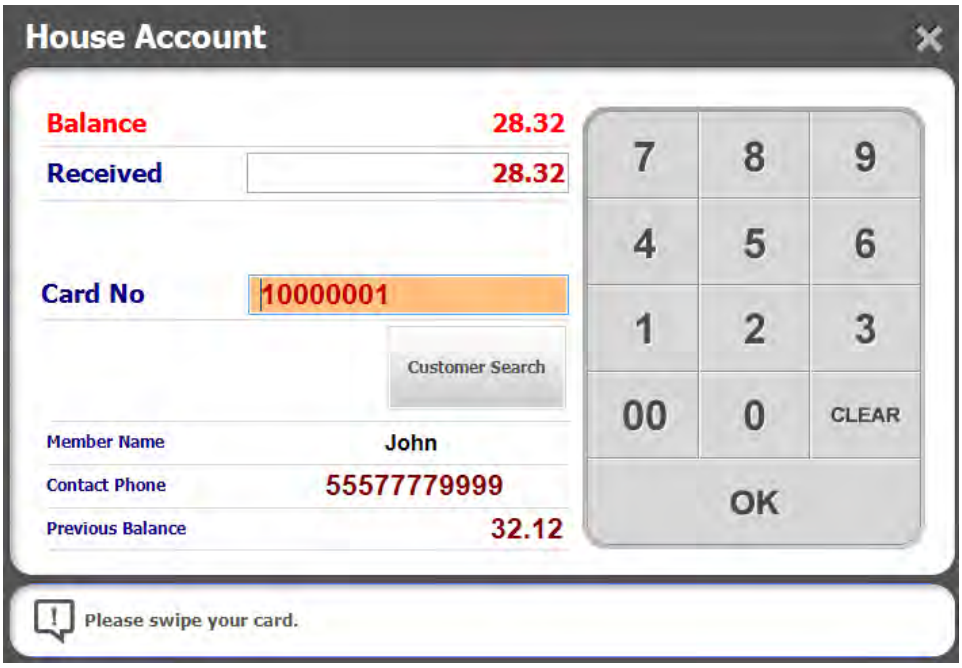
Verify the payment amount with the approved amount from the external card terminal. For additional information, enter the last four digits of the credit card number and the approval number from the terminal. Then select a proper Card types, and click *[OK]*.

Tip

1) Processing payment at the external card terminal is not controlled by this program.
2) Payment information on this screen is simply saved as type of tender. Contact card service company for setting this terminal.

---

5) House Account



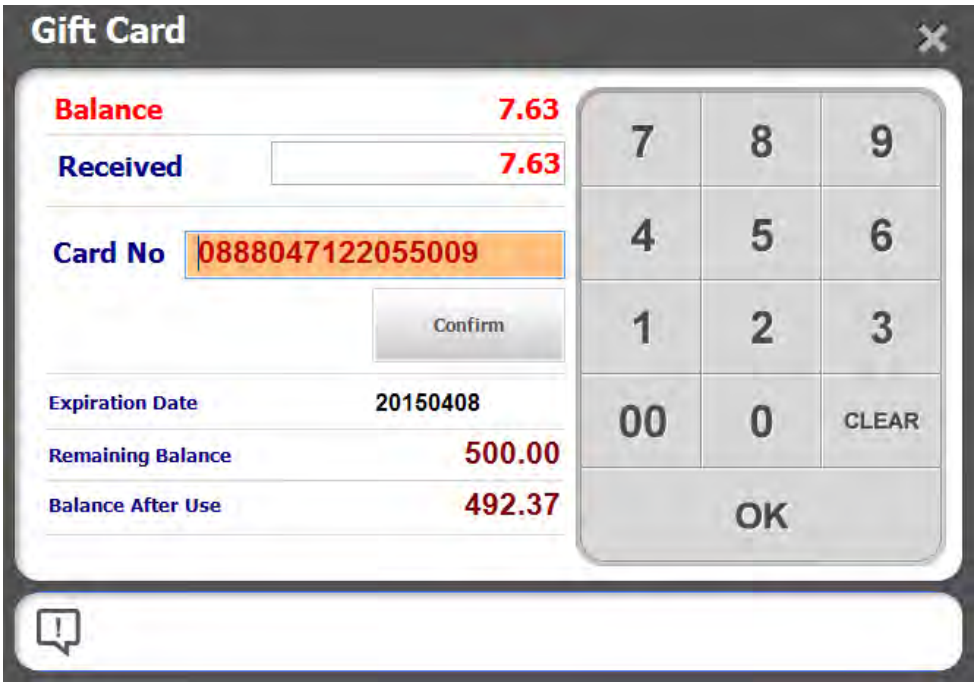
Customers with membership are eligible for using House Account. Either swipe Membership Card or click *Customer Search* and select the Customer and click *[OK].*

- Label Description
  Card No: Membership card number
  Member Name: Member's name
  Contact Phone: Member's phone number
  Previous Balance: Remaining amount of House Account. It excludes the received amount.

Tip See Operations → Customer → "*House Account Tender*" or "*House Account History*".

---

6) Gift Card



- Label Description
  Card No: Gift Card Identification Number
  Expire Date: Gift Card Expiration Date
  Remaining Balance: Gift Card's remaining Value
  Balance After Use: It excludes received amount

Tip **Chapter 20. Gift Card Procedure**

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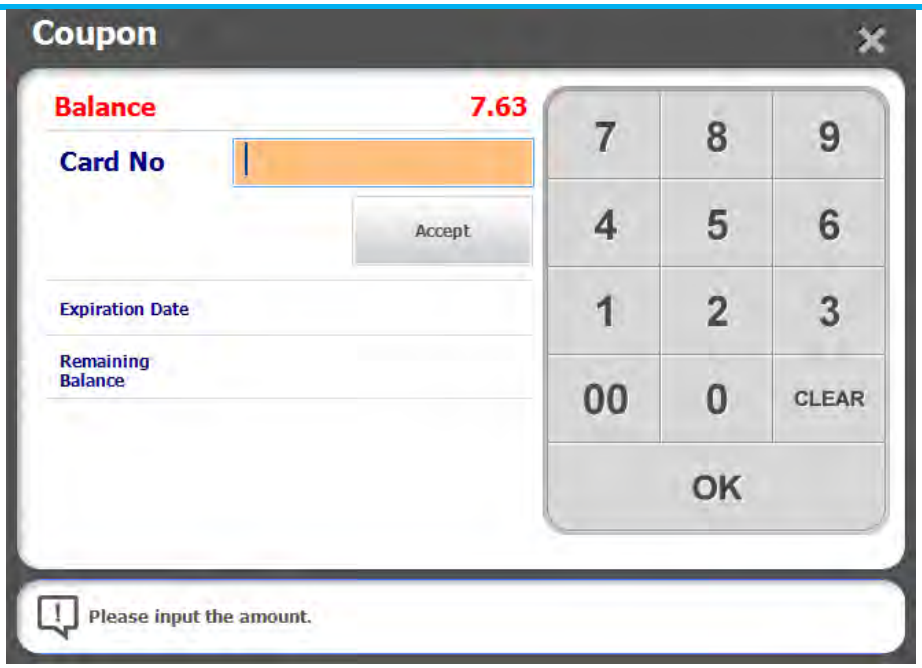
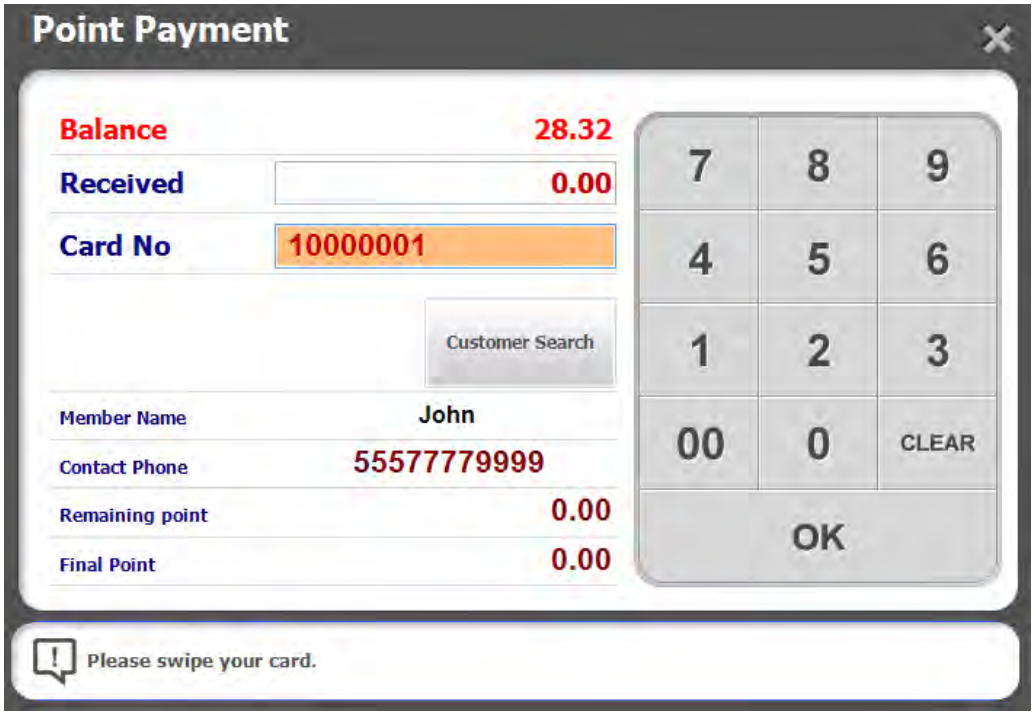
7) Coupon

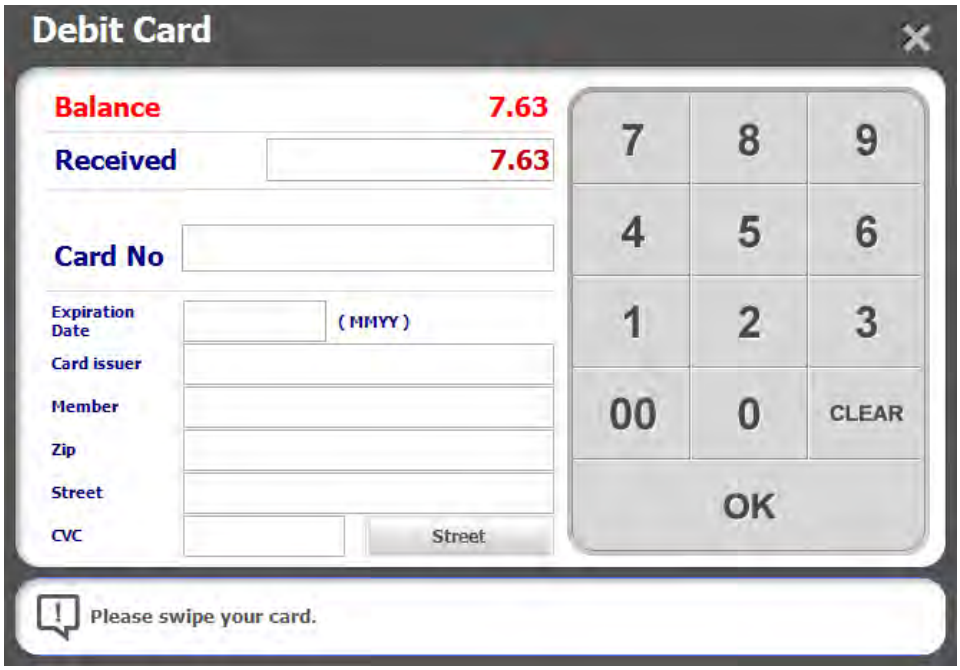


8) Point



- Label Description
  Card No: Member's ID number
  This number is displayed on Order Screen and Tender Main Screen when the member's information is entered.
  Either swipe membership card or click Customer Search and select the customer
  Member Name: Member's name
  Contact Phone: Member's phone number
  Remaining Point: Member's point remaining for use

9) Debit Card



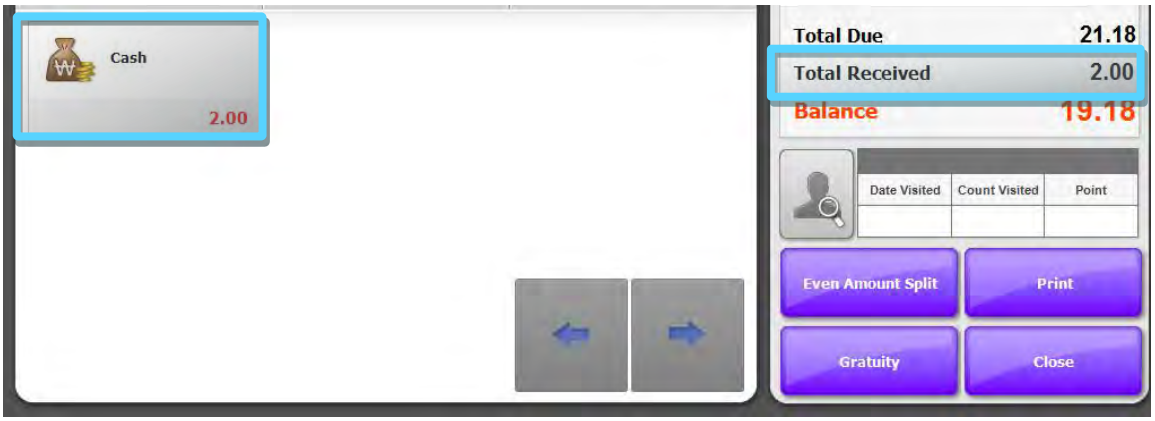
- Label Description

Balance: Amount to Receive
Received: Amount Received (going to be approved)
Card No: Debit Card Number
Expire Date: Expiration Date of the Card
Card Issuer: Card's Issuing Company
Member: Customer Name on the card
Zip: Five Digit Postal Code
Street: Street of the Address
CVC: Card Verification Code

NOTE: Based on the card companies, you are not required to fill out the blanks, even the card number. In this case, just click "OK" button with the amount, and then swipe the card on the terminal. If you like to know more about the card processing, please ask us.

3. Partial Payment Section

Shows Settlement information.

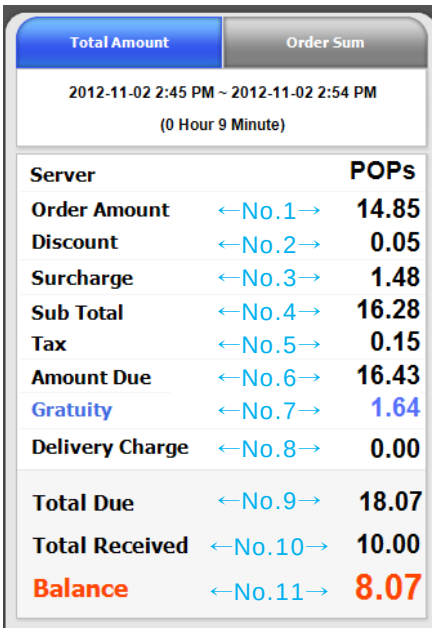


Total Received shows settled amount.
You can cancel settled amount by clicking Cash Button above.

4. Settlement Information Section

Settlement information is displayed with two tabs.

1) Total Amount Tab



No.1 Order Amount

No.2 Discount

No.3 Surcharge

No.4 Sub Total

No.5 Tax

No.6 Amount Due

No.7 Gratuity

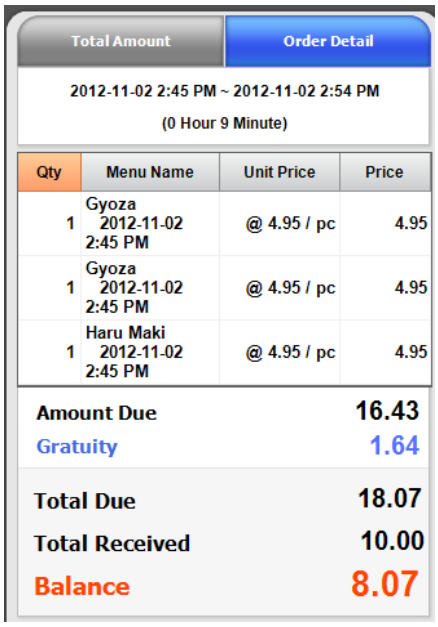
No.8 Delivery Charge

No.9 Total Due: No.6 + No.7 + No.8

No.10 Total Received

No.11 Balance: No.9 – No.10)

2) Order Detail or Order Sum Tab

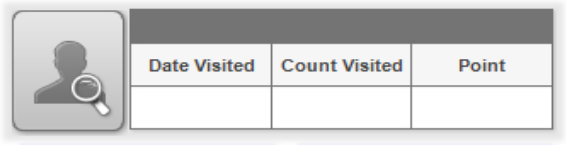

Total Amount
Order Detail
2012-11-02 2:45 PM ~ 2012-11-02 2:54 PM
(0 Hour 9 Minute)
Qty
Menu Name
Unit Price
Price
1 Gyoza 2012-11-02 2:45 PM @ 4.95 / pc 4.95
1 Gyoza 2012-11-02 2:45 PM @ 4.95 / pc 4.95
1 Haru Maki 2012-11-02 2:45 PM @ 4.95 / pc 4.95
Amount Due 16.43
Gratuity 1.64
Total Due 18.07
Total Received 10.00
Balance 8.07

It toggles Order Detail and Order Sum when you click the tab.

It shows ordered menu information in details such as the time elapsed, menu items, amount summation, etc.

5. Member Search Section

Membership information can be searched and displayed here for both Dine-In and Quick Serve.



You can search membership information by clicking on any space in the image above.

6. Other Functions

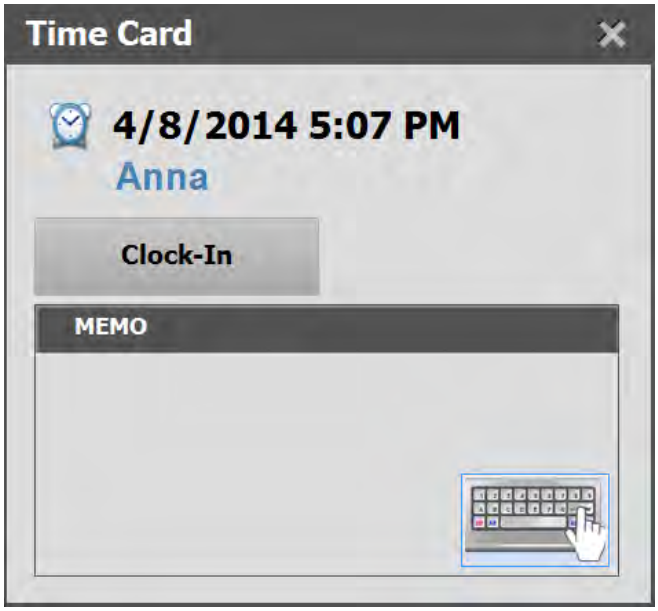
- ***[Even Amount Split]***: Splits amounts evenly so the same amount is to be paid by each person
- ***[Gratuity]:*** Can add tips.
- ***[Print]:*** Prints check (order sheet), and change the status of the table as telling the check has been delivered to the customer.
- ***[Close]:*** Closes the screen.

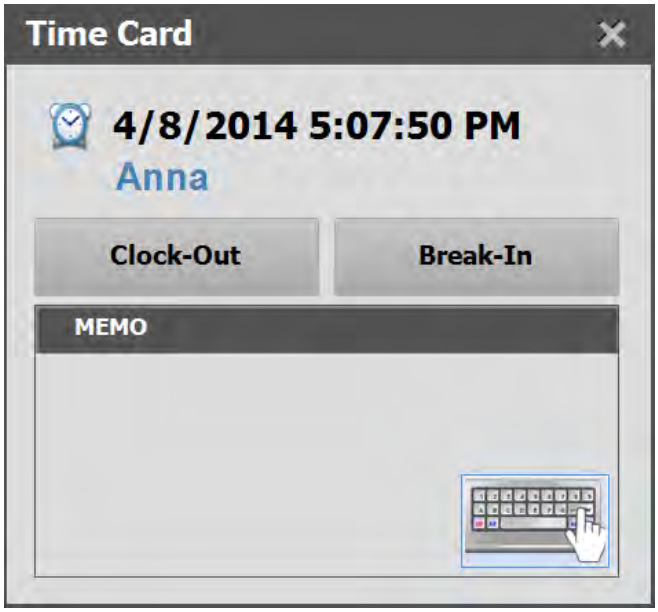
Other Functions

1. Time Card

There are four types of employee time schedule management (Clock-In, Clock-Out, Break-In, Break-Out). For example, if you clock in this time, then you will see "Clock-Out" and "Break-In" buttons when you come back next time.

Employees' checking in and out is the basis for deciding how much for payroll.

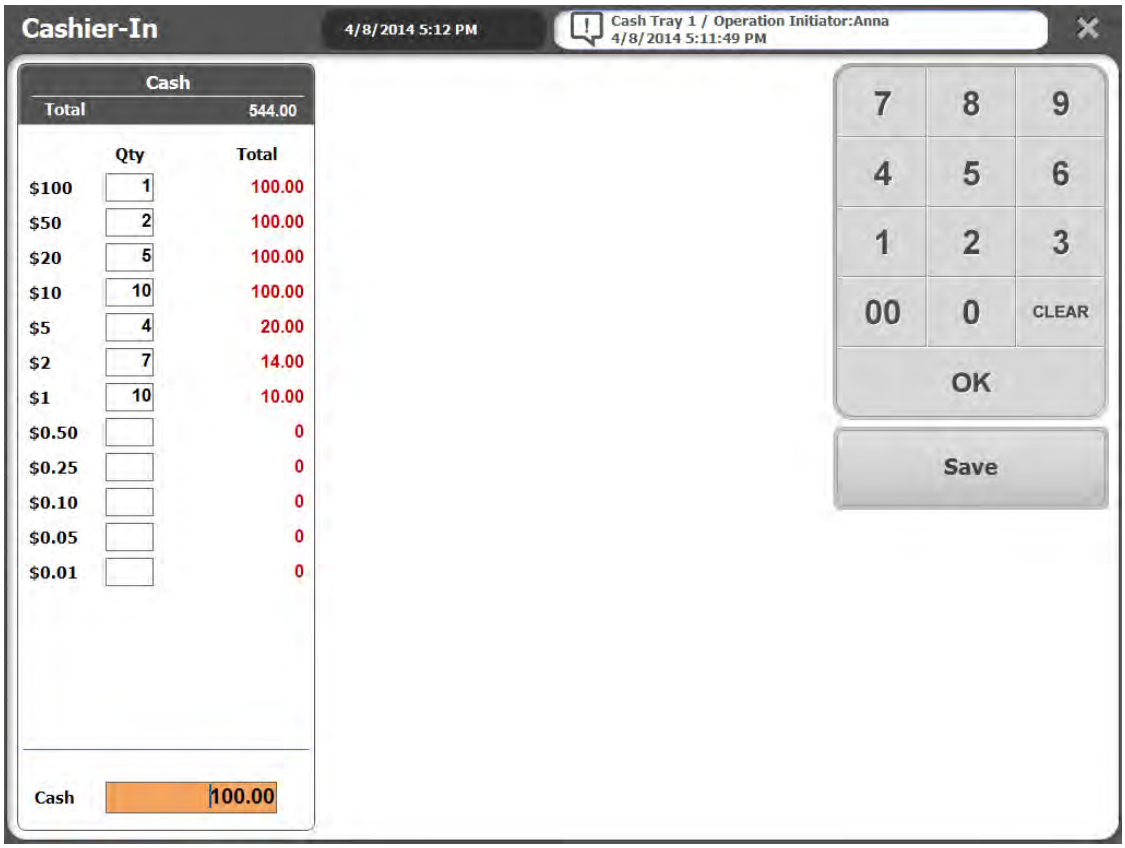




See Chapter 11. Opening Procedures – 1. Time Card

2. Cashier-In

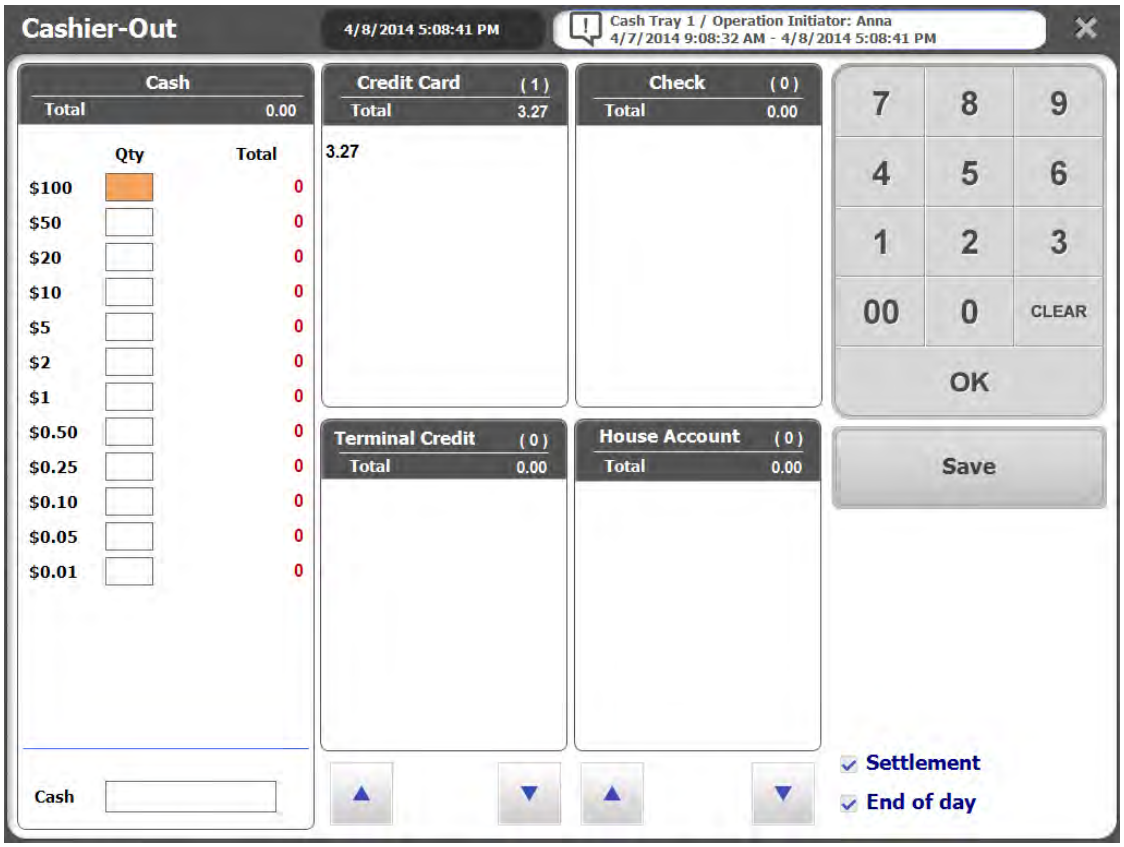
Cashier enters initial cash drawer amount.



See Chapter 11. Opening Procedures – 2. Cashier In

3. Cashier-Out

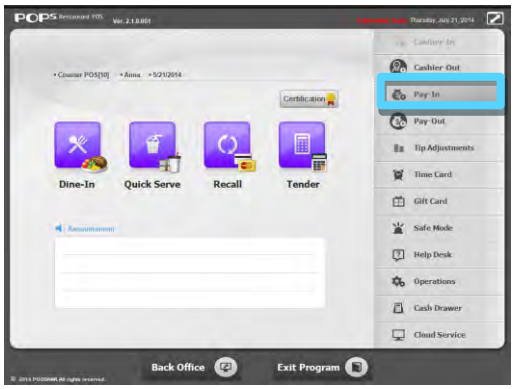
Cashier enters money amount in cash drawer at closing time.



See Chapter 11. Closing Procedures – 1. Cashier Out

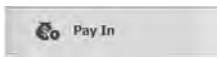
4. Pay-In

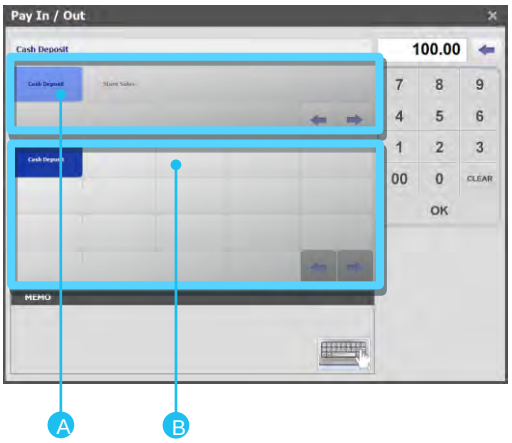
- Casher uses this function when money is added to Cash Drawer without transaction from POS station. A good example is adding small money into the drawer when changes are short.
- Pay-In is usually itemized by input. However, you can use Memo for unitemized input.
- Click *[Pay-In]* in Main Screen.



- Pay-In

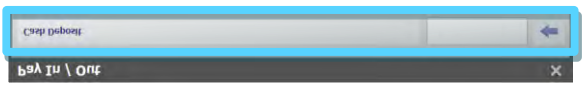
1. Main Screen.





A. Categories
B. Itemized Descriptions

2. Select a category for *[Pay-In]* (A). Detailed descriptions for *[Pay-In]* wil be shown below.



[Image C]

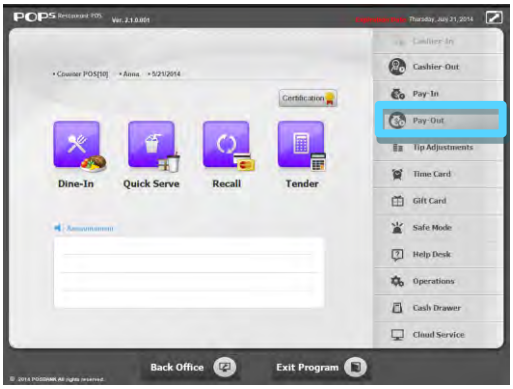
3. Select an itemized description. Then the top of the screen will change as [Image C].

4. Enter an amount to pay in, and click *[OK]*.

Tip Pay-In will be confirmed at Cashier-Out / End of Day

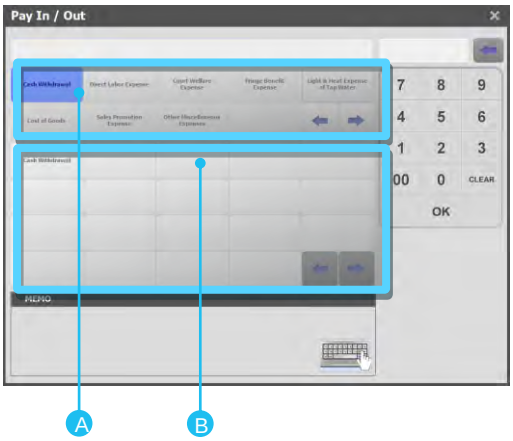
5. Pay-Out

- Cashier uses this function when money is withdrawn from the Cash Drawer without transaction from POS station. Good example is paying store expenses from the cash drawer.
- Pay-Out is usually itemized by input. However, you can select a single itemized description for unitemized input.
- Click *[Pay-Out]* Function Button



- Pay-Out

1. Click.



2. Select a *[Pay-Out]* category. Detailed descriptions for *[Pay-Out]* will be shown below.

A. Pay-Out Categories
B. Itemized Decriptions in Pay-Out Category

[Image C]

3. Select an itemized description. Then the top of the screen will change as [Image C].

6. Dine-In

- Dine-In orders are orders associated with a table and establishment receives payment after serving.
- Tables should be created and managed for Dine-In

- To run, click *[Dine-In]* Function Button.

7. Quick Serve

- Quick Serve is used when customer pay first for the order. It is not associated with Tables.

  Quick Serve uses 2 options:
  - 1: Eat-In
  - 2: Take-Out
- To run, click *[Quick Serve]* Function Button.

8. Delivery

Detailed customer information is necessary for Delivery.

For Delivery service, select one of two functions as follows:
- 1: Delivery
- 2: Quick Serve

If a customer comes to pick up the order, use [Quick Serve]. Using the Caller ID will maximize efficiency of this operation.

- Customer information must be entered.
- **To run, click** *[Delivery]* Function Button.

9. Delivery List

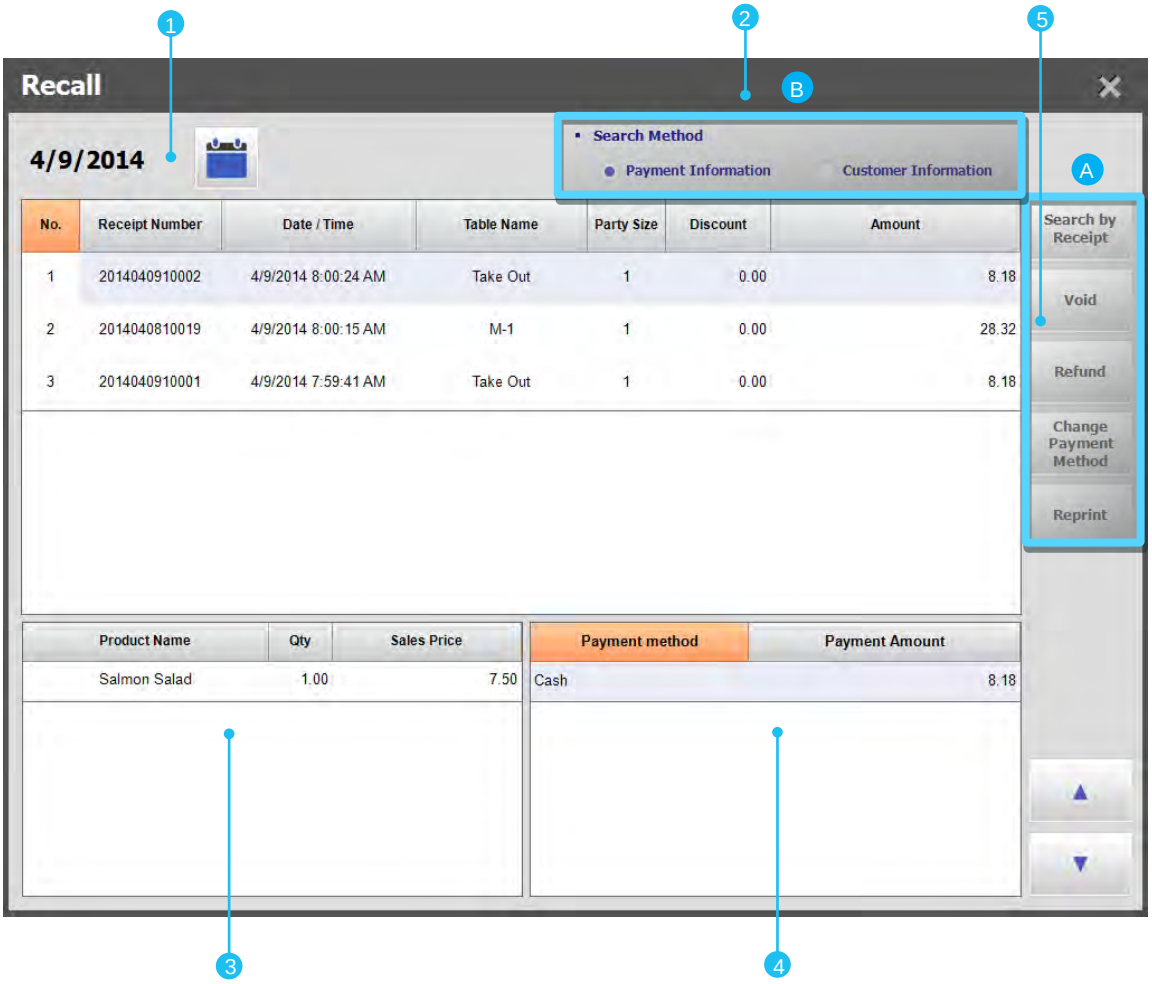
- Delivery List monitors and manages registered delivery orders
- Customer information must be entered
- **To run, click** *[Delivery List]* Function Button

10. Delivery Hold List

- When you receive a call during processing an order for delivery, put the call on hold and have the customer wait. Later, you can find customer on wait from Delivery Hold List, and start receiving orders:

11. Recall

- Recalls the settled orders to change settlement information or cancel the settlement. It has 4 functions as shown on 5.
- It applies to settled order.
- To run, click *[Recall]* Button

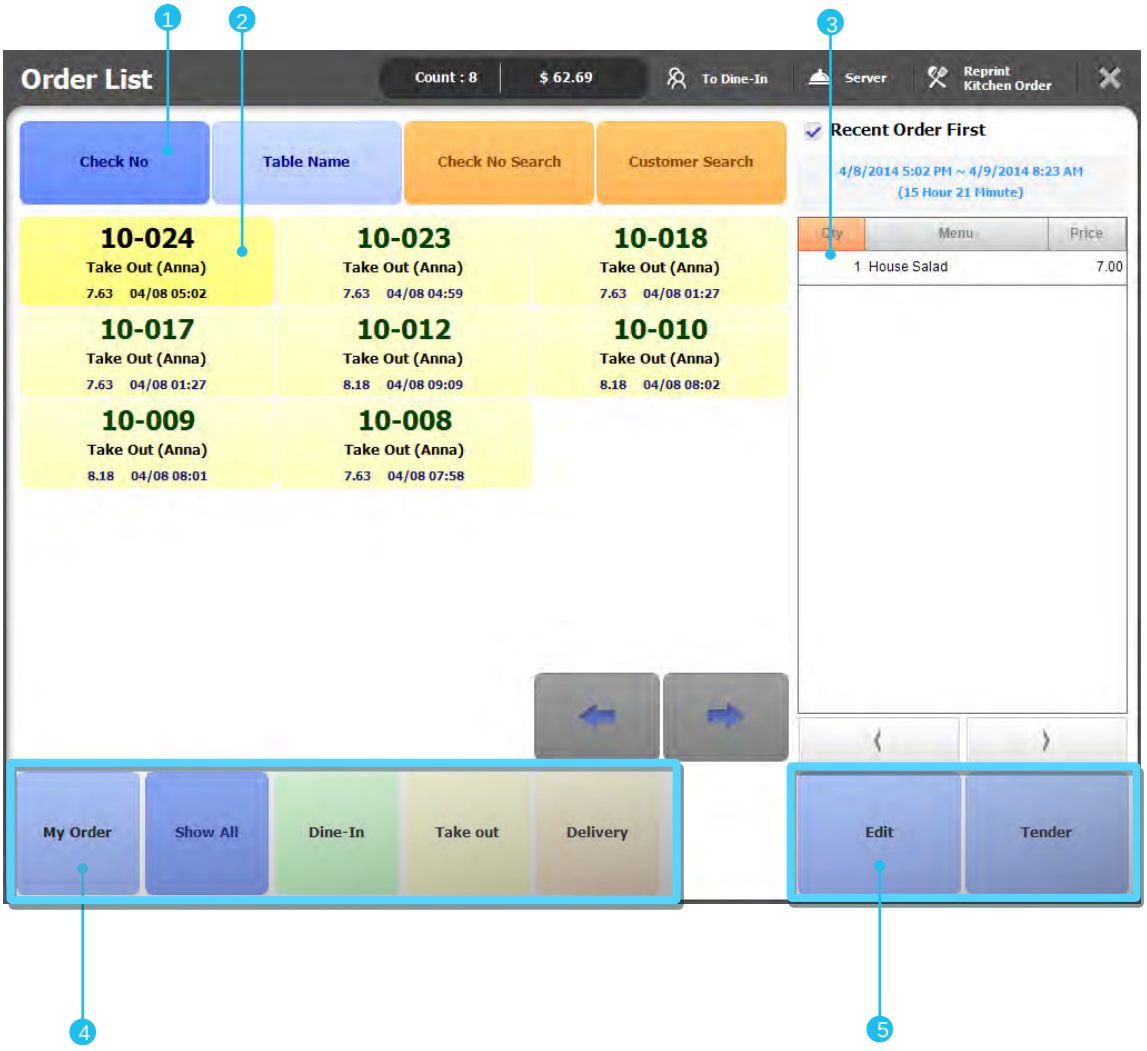


1. You can set a date for search. Use (A) *[Search by Receipt]* button, and start search by receipt number.
2. Sort the result by (B) *[Payment Information]* or *[Customer Information]*.
3. Menu information for the searched receipt
4. Settlement information for the searched receipt.
5. Five buttons perform proper functions as the name denotes

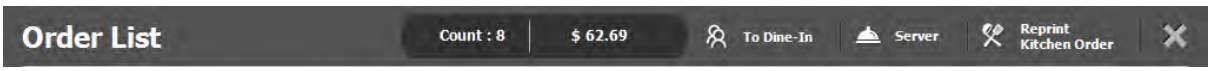
Recall Function		
Name	*Description*	*Page*
Void	Void the settlement (entire order)	Chapter 17
Refund	Refund the settled transaction, entirely or partially.	Chapter 17
Change Payment	Change the tender type for the settled transaction.	Chapter 17
Reprint	Reprint the receipt.	Chapter 17

12. Order List

- Tender is used for settlement.
- Use it for unpaid orders.
- To run, click *[Tender]* Function Button



Order List Title Bar:



Count : 8 $ 62.69	It tells total number of orders and amount dues.
To Dine-In	You can change serving types with this button, changing Dine-In orders to Quick Serve, and vice versa.
Server	You can change the server's name on the orders.

Reprint Kitchen Order		You can print orders to the kitchen.

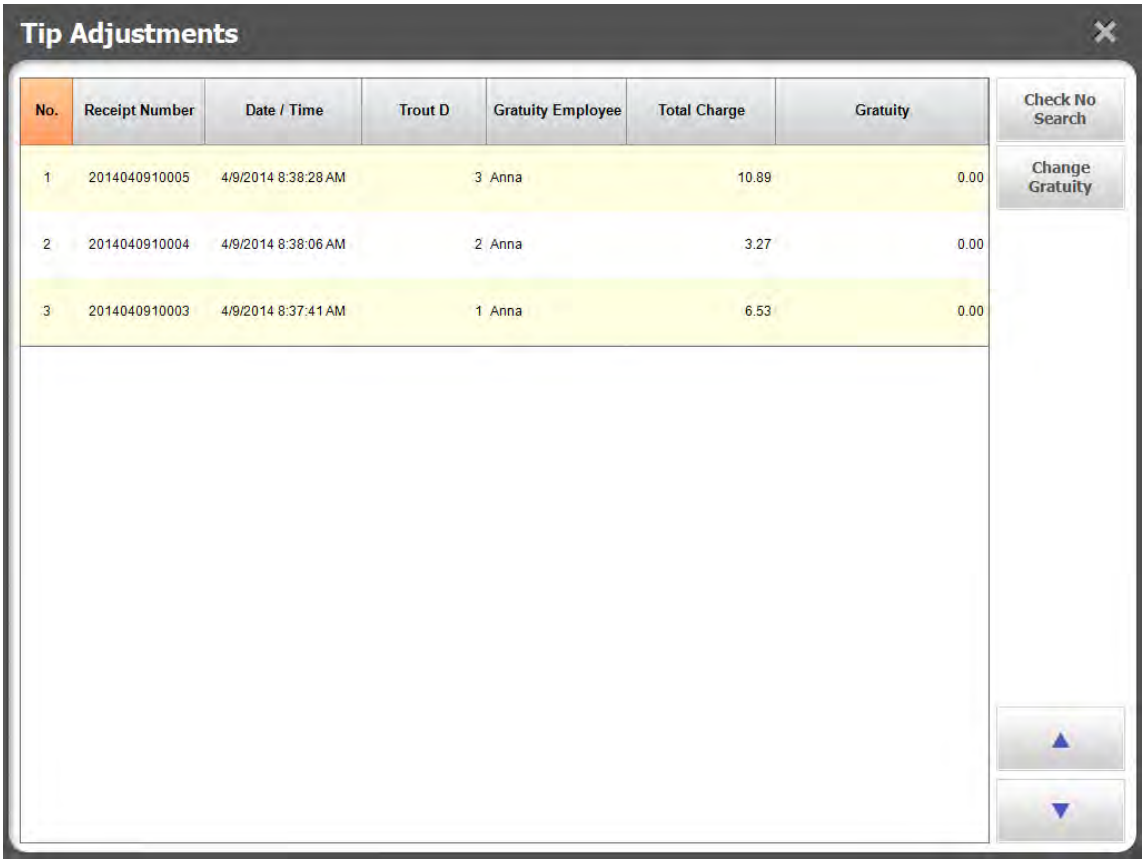
❶ Search unpaid orders by clicking *[Check No]*, *[Table Name]*, *[Check No Search],* or *[Customer Search]*: *[Check No]* and *[Table Name]* sort the list by check number and table name respectively. You can search an order by a check number using *[Check No Search]* button.
❷ Shows all pending orders. If the orders are more than the orders that the page can accommodate, you can utilize the ←→ buttons to view the next page.
❸ Shows detailed sale information of the orders.
❹ You can narrow down the list to "My Order" or by order types: "All Type" shows all transactions.
❺ Click proper buttons: To edit, click the "Edit" button. To tender, click the "Tender" button. To exit the screen, click "Cancel" button.

➔***Tip***

1) You can use Server and Kitchen Memo at Title Bar.
2) You can scan a barcode on the order sheet to find an order.

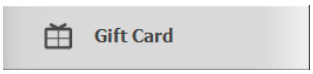
13. Tip Adjustments

- It is the function to adjust tips for the orders that were paid by a credit card.
- Use this function for settled transactions with card payment. Transactions with "Terminal Credit Card Input" are not applicable.
- To run, click ***[Tip Adjustment]*** Function Button.

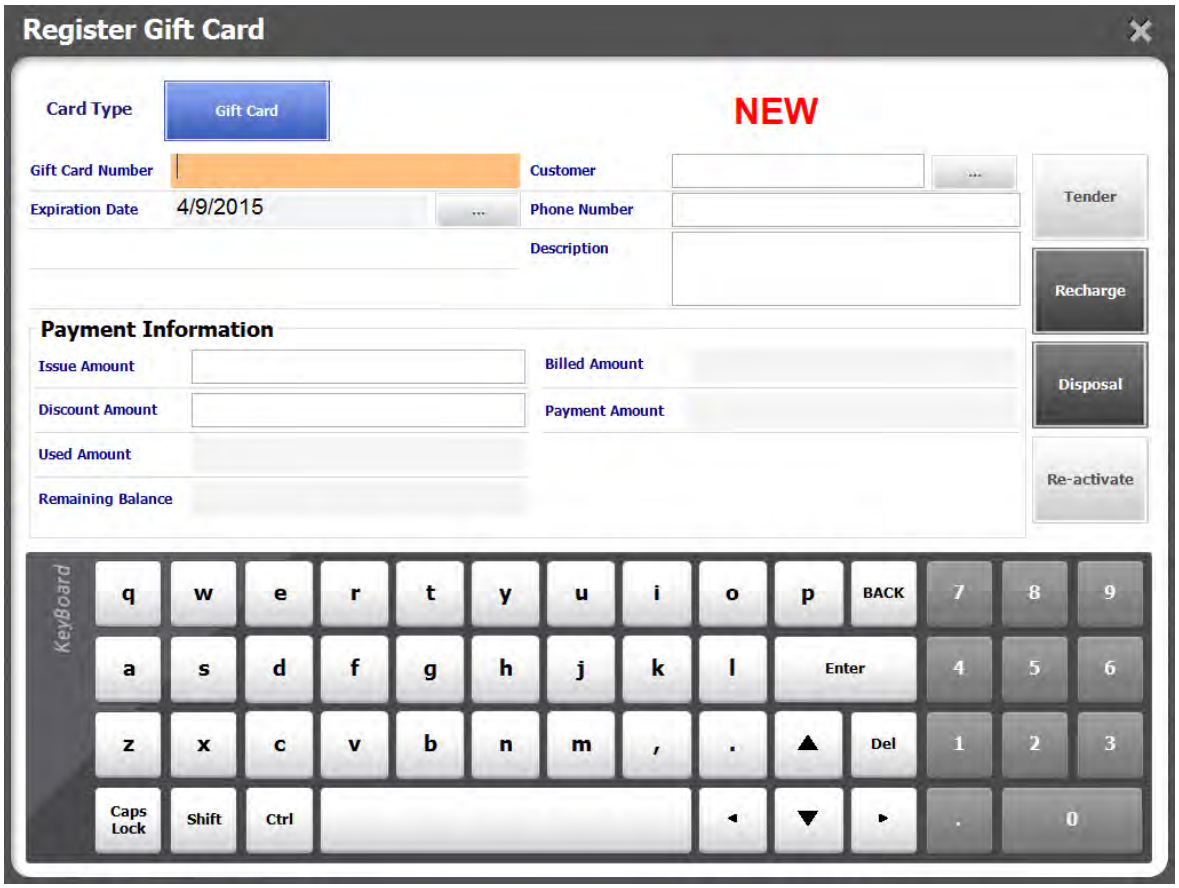


14. Gift Card

- You can sell Gift Cards and accept them as a type of tender. It works like a prepaid card. Processing Gift Card includes New, Charge, Disposal, Re-activate, Tender and Search.
- For Charge and Disposal, Gift Card information should have been registered first.
- To access, click *[Gift Card]* Function Button from the Main Screen.



- See **Chapter20. Gift Card Procedure**.



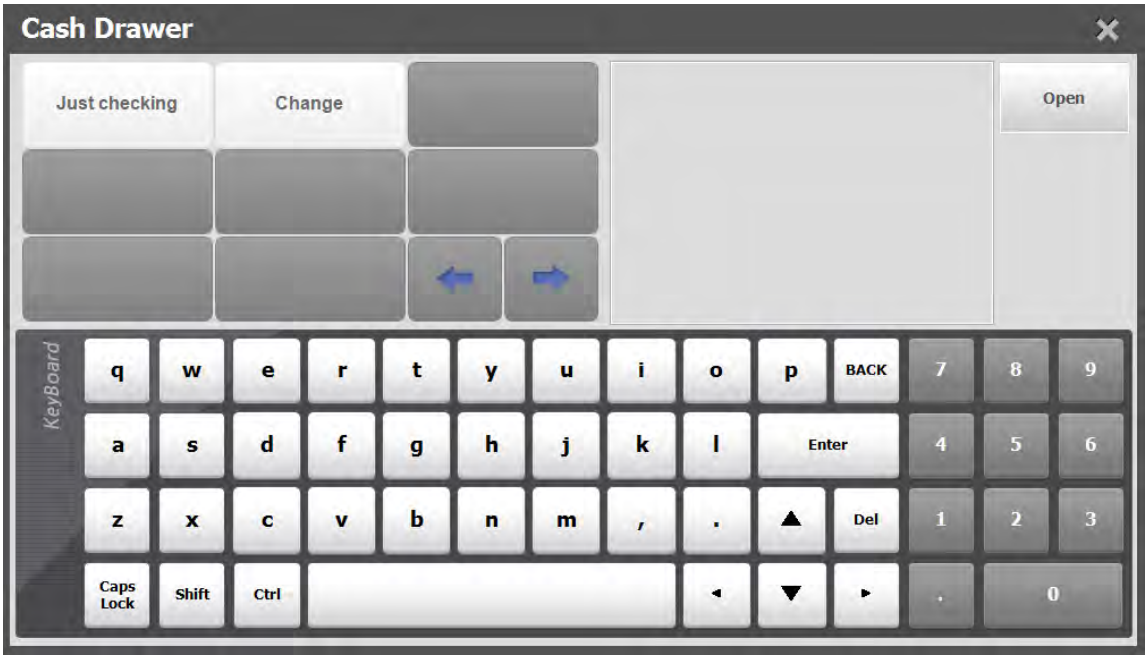
15. Safe Mode

- POS screen is protected in Safe Mode.
  Safe Mode protects POS system by blocking access by unauthorized person. In this mode a pre-defined images can be displayed on the screen for information or commercial purposes.
- To run, click *[Safe Mode]* Function Button.
- To unlock Safe Mode, requires the user's password.

- Image Files Path : \Image\SafeMode\

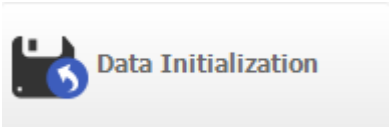
16. Cash Drawer

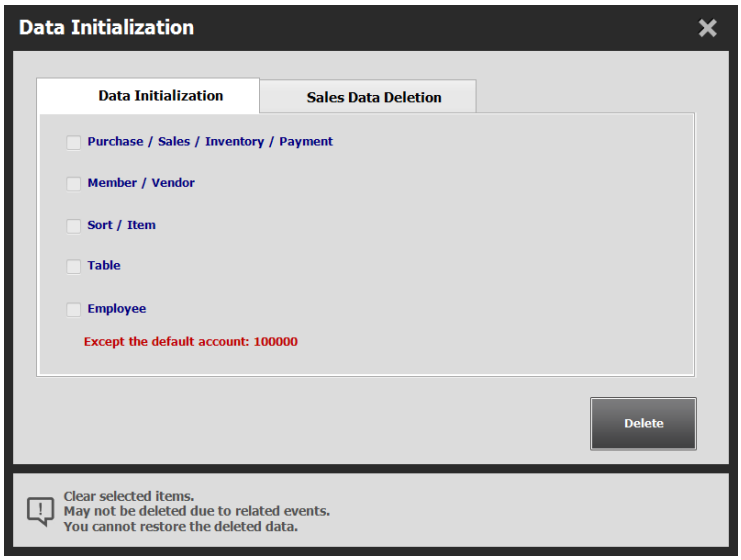
- Cash Drawer can be protected from randomly opening by setting a password.
- After password setting, you need to enter to open cash drawer.
- To run, click *[Cash Drawer]* Function Button.

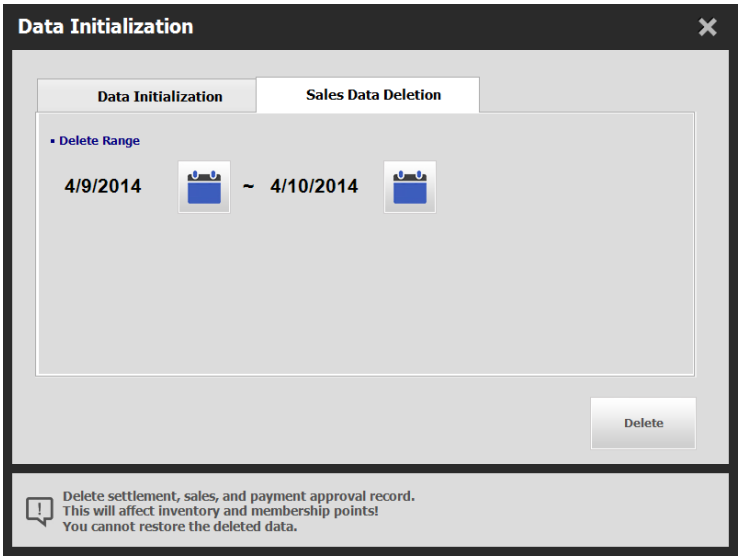

Cash Drawer
Just checking
Change
Open
KeyBoard
q w e r t y u i o p BACK 7 8 9
a s d f g h j k l Enter 4 5 6
z x c v b n m , . Del 1 2 3
Caps Lock
Shift
Ctrl
0

17. Data Initialization

Operation → Settings → Store → Data Initialization







It's the feature to initialize the database. Some data is related to another data. In this case, the check box will be checked automatically when you check the related data.

< Data Initialization >

[Purchase / Sales / Inventory / Payment]
All sales transactions will be deleted: the sales report, inventory and tendering information will be initialized.

[Member / Vendor]

It deletes all the information of members (customers) and vendors. When you check this, the first one, [Purchase / Sales / Inventory / Payment], will be checked at the same time.

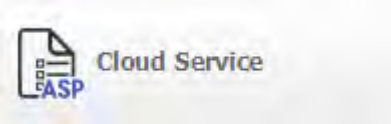
[Sort / Item]
It initializes menu items on the Order Screen: it deletes all the registered items of Menu, Modifier, and Inventory. When you check this, the first one, [Purchase / Sales / Inventory / Payment], will be checked at the same time.

[Table]
It deletes all the tables and their layout information. When you check this, the first one, [Purchase / Sales / Inventory / Payment], will be checked at the same time.

[Employee]
All employees will be deleted except the default account: the password is 9999 and ID number is 100000. When you check this, all of the above will be checked at the same time.

< Sales Data Deletion >
You can delete only the sales transactions within a period of time.

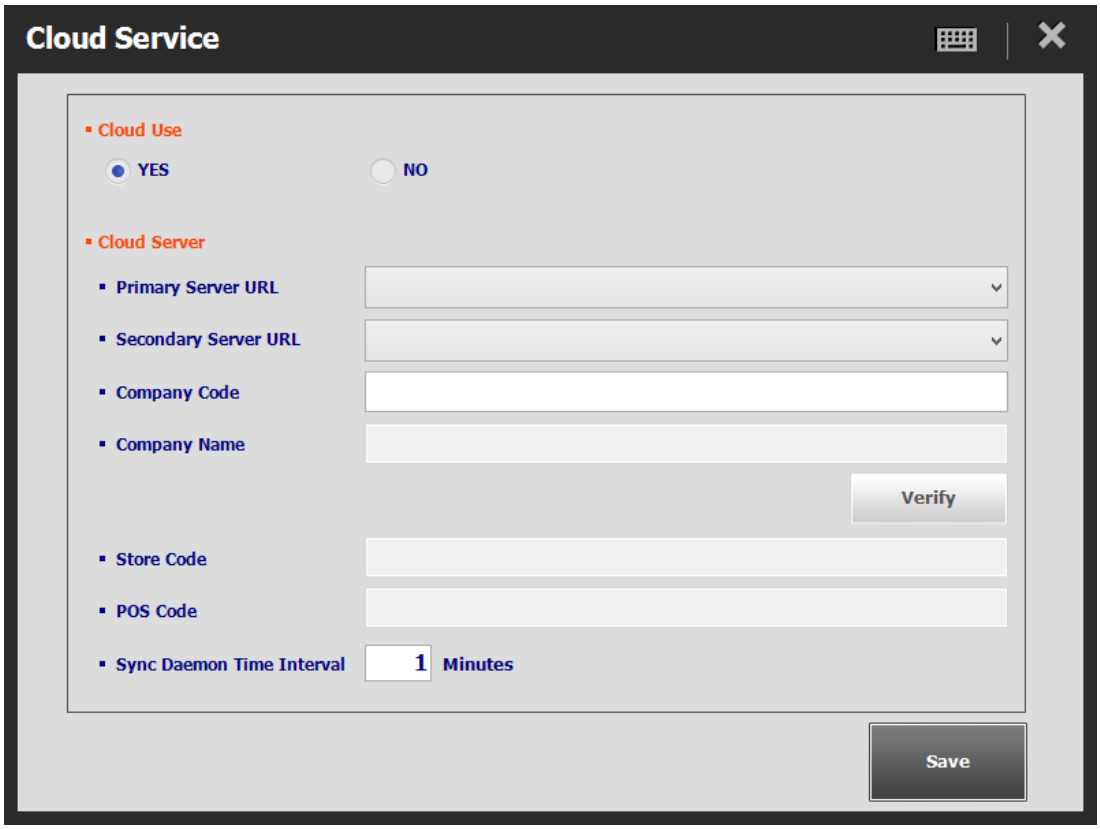
18. Cloud Service



- **Definition:** Data can be managed remotely
- **Limitation:** Should apply for this service to receive Cloud URL, and then this URL should be registered on the POS station.
- **How to Run:** Click *[Cloud Service]* Function button in the Main Screen.
- Explanation:
  - Can set up menu information remotely on the central management system (Server).
  - Can search and analyze sales data anytime and anywhere as long as PC is connected to internet.
  - Can manage all stores together at one place if there are more than one store.

How to setup:

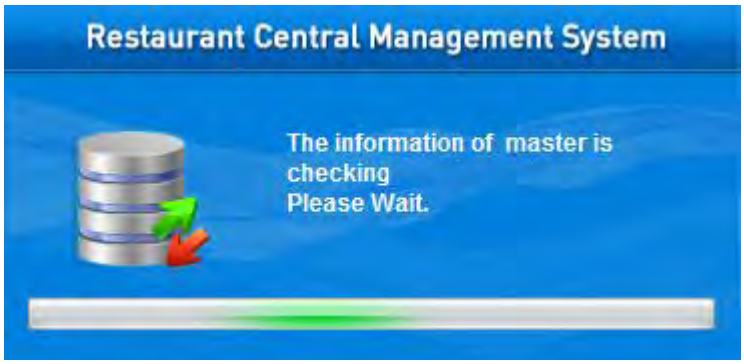
Step 1: Run POPs Restaurant.
Step 2: Login as administrator.
Step 3: Click [Cloud] button in Operations ➔ Settings ➔ Store.



- **Cloud Use**: Check *[Yes]* if you like to receive Cloud service.
- **Primary Server URL**: Select an appropriate primary Cloud Server.
- **Secondary Server URL**: Select an appropriate primary Cloud Server.
- **Company Code**: Enter your company code.
- Click *[Verify]*. In few seconds, a confirmation message box will appear.
- Click *[OK]* to close this message box. Then, it fills up the field of "Company Name", the dropdown boxes of "Store Code" and "POS Code".

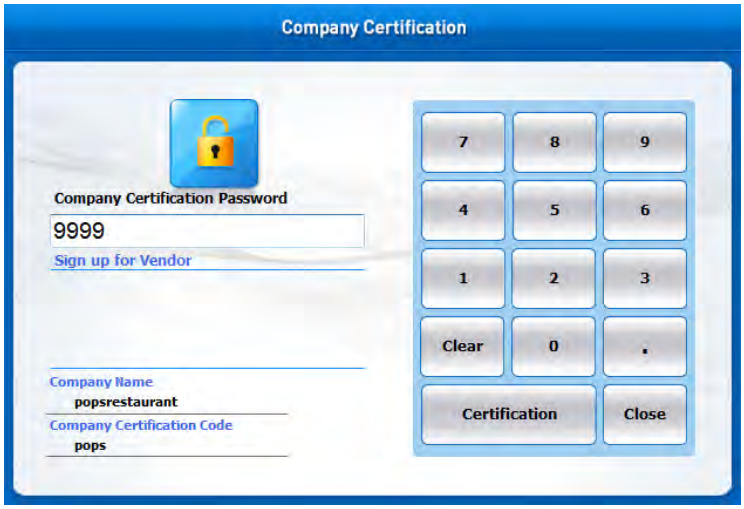
- Enter the time interval in minutes in the field of "Sync Daemon Time Interval".
- Click *[Save]* button.

Step 4: Restart POPs Restaurant. Then you will see the following message.

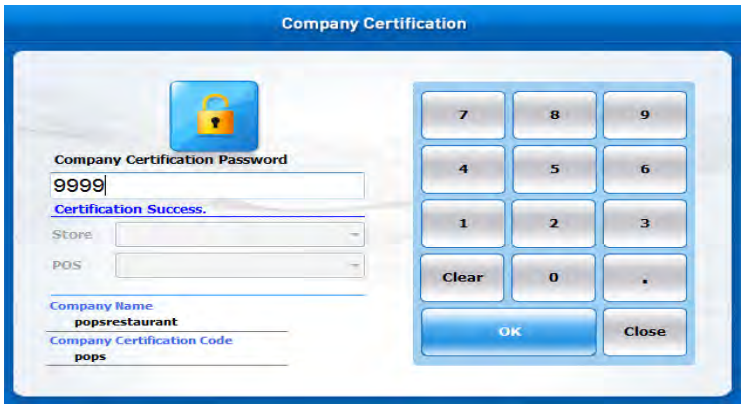


Step 5: Enter the Company Certification Password, and then click [Certification].

When you click [Certification] button, this button changes to [OK] button, and the [Stor e] and [POS] fields are activated and filled with codes.



Step 6: Select an appropriate codes from [Store] and [POS] dropdown box respectively. And then, click [OK] button to finish up.

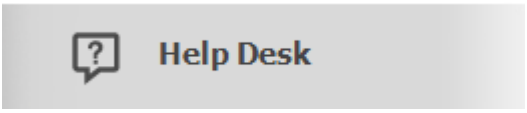


NOTE: If there is no POSGlobal.ini file in the POPs Restaurant folder and start POPs Rest aurant, you'll see the following image. In the very beginning when you install POPs Res

taurant from the scratch, POSGlobal.ini is not generated yet. In this case, when you restart POPs Restaurant, you will see the following image.

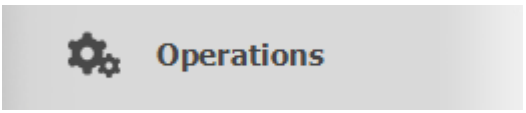
Here, you need to select *[Cloud]* instead of *[Local]* if you like to receive Cloud service. After that, just follow not all but some steps as described above.

19. Help Desk



- **Definition:** It is for receiving a fast service when there happen troubles in the system.
- **Limitation:** Should apply for this service to receive Help Desk URL, and then this URL should be registered on the POS station.
- **How to Run:** Click *[Help Desk]* Function Button in the Main Screen.

20. Operation Management or Operations



- Configure all kinds of settings for system operations here.
- Administrator use only
- To run, click *[Operation Management]* in the Main Screen.
- See: 4. Operation Management.

PART 3. POPs Operation

Chapter 1. Opening Procedures
Chapter 2. Order Procedures
Chapter 3. Dine-In
Chapter 4. Delivery
Chapter 5. Order Settlement Procedures
Chapter 6. Change Settlement
Chapter 7. Hostess Procedures
Chapter 8. Customer Procedures
Chapter 9. Gift Card Procedures
Chapter 10. Closing Procedures

WHAT YOU WILL LEARN IN THIS PART

In part 3, you will learn about operations based on tasks of POPs.

Opening Procedures

Store begins operations with two primary Functions: *[Time Card]* and *[Cashier-In]*.

1. Time Card

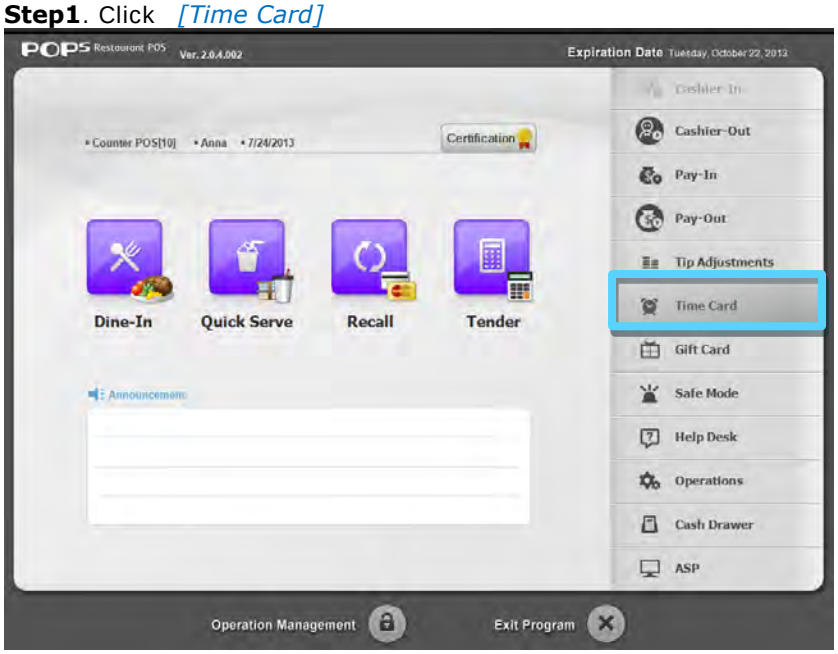
➔ There are four types of employee time schedule management (Clock-In, Clock-Out, Break-In, Break-Out). These are toggled each other. For example, if you clock in this time, then you will see "Clock-Out" and "Break-In" buttons when you come back next time.

As employees' checking time is the basis for deciding their payrolls, the additional care should be given to correctness.

➔
- Four(4) Digit log-in password is required for each employee.
- To run, click *[Time Card]* Function Button in the Main Screen.

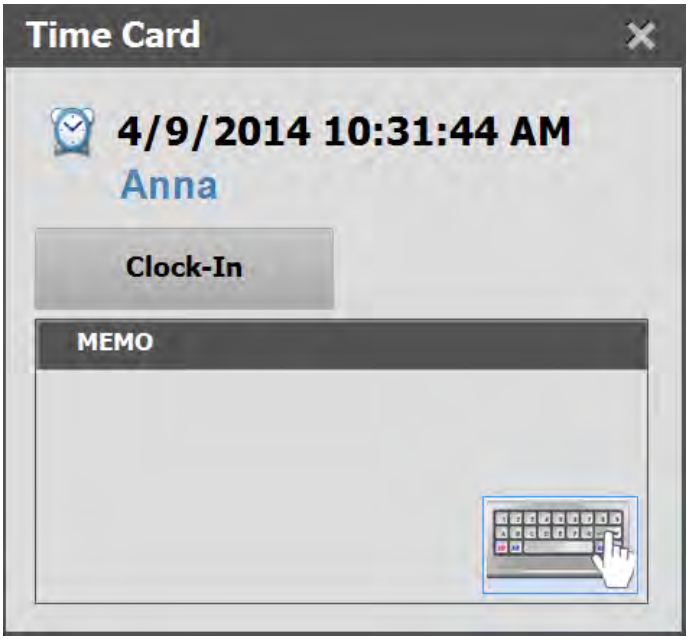
Clock-In

➔ **Step1**. Click *[Time Card]*

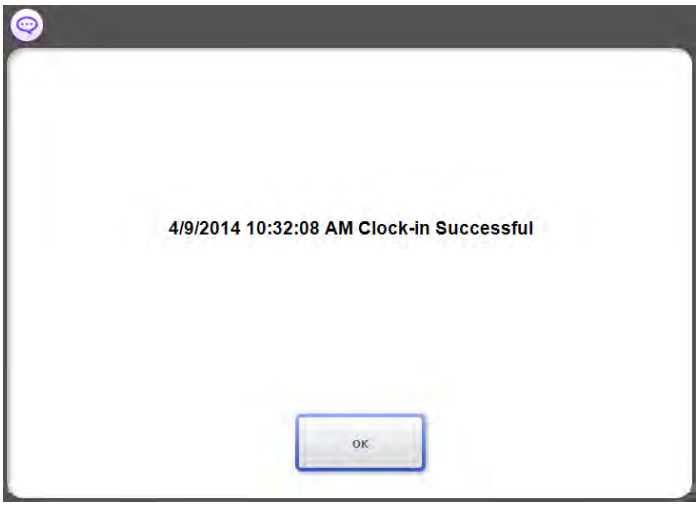


➔ **Step 2 :** Enter password (Time Card begins to run)

➔ **Step 3 :** Time and Employee's name show up(POPs for example). Select Clock-In to check in for the work.

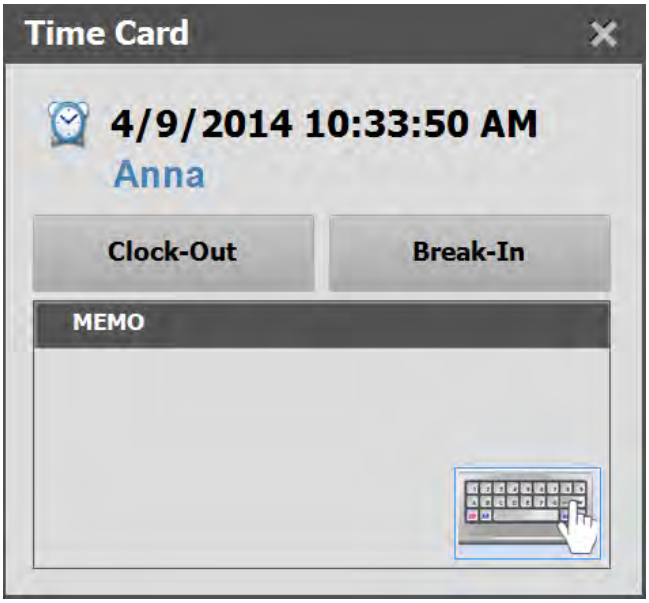


➔ **Step 4 :** Screenshot below, "Clock-In Successful"



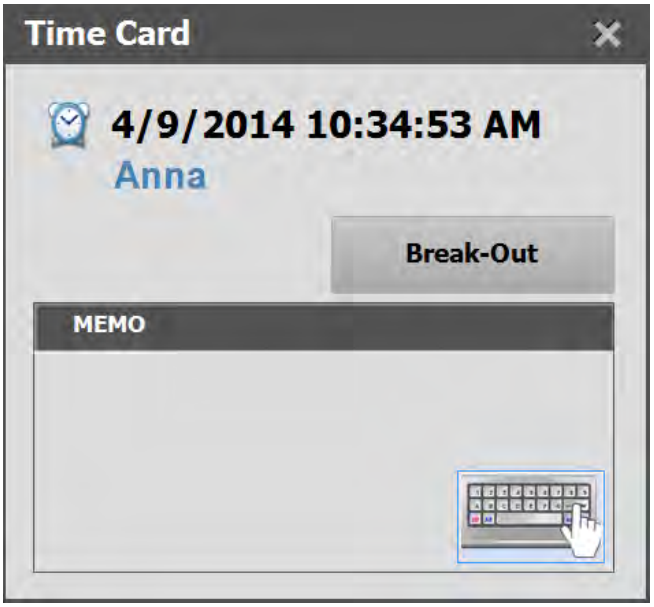
Clock-Out and Break-In

➔ **Step 1 :** If you run *[Time Card]* after Clock-In, you will choose Clock-Out or Break-In. Choose Clock-Out for reporting out of work, or choose Break-In for taking a break.



➔ **Break-Out**

Step 1 : After Break-In, run *[Time Card]*, and choose Break-Out. Your work time begins to count.



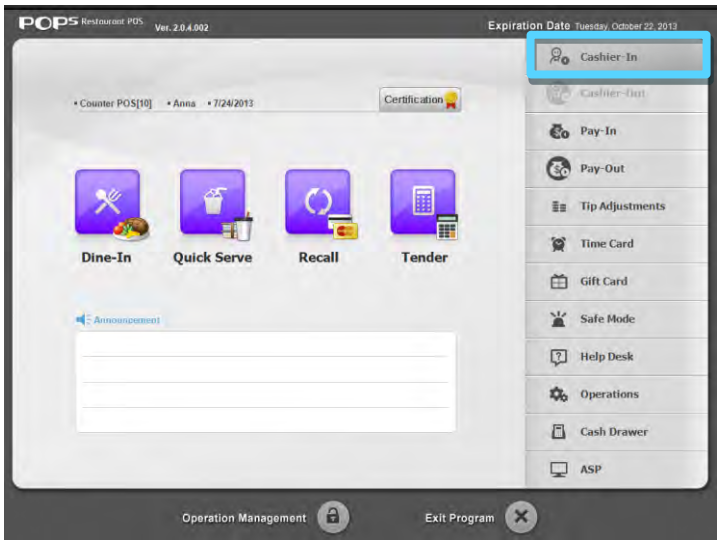
Tip Mistakes occurred during running [Time Card] will be adjusted by Administrator only.
Use Memo for detailed description on each In-and-out.
[Time Card] activities are printable.
Option: Auto-print Clock-In / Out Receipt

2. Cashier-In

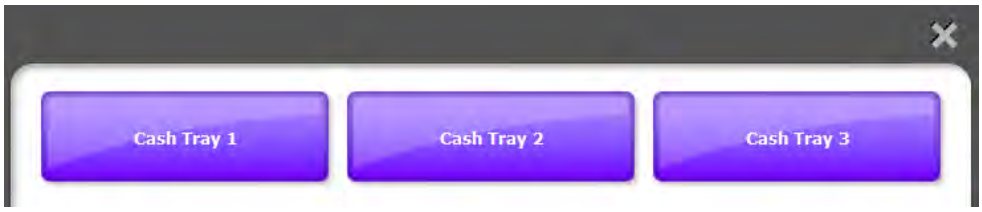
- **Definition:** Cashier puts initial money into cash drawer for operation.
- **Limitation:** [Cashier-In] and [Cashier-Out] cannot run simultaneously because they are mutually exclusive.
- **How To Run:** Click *[Cashier-In]* Function Button in the Main Screen.

Doing Cashier-In:

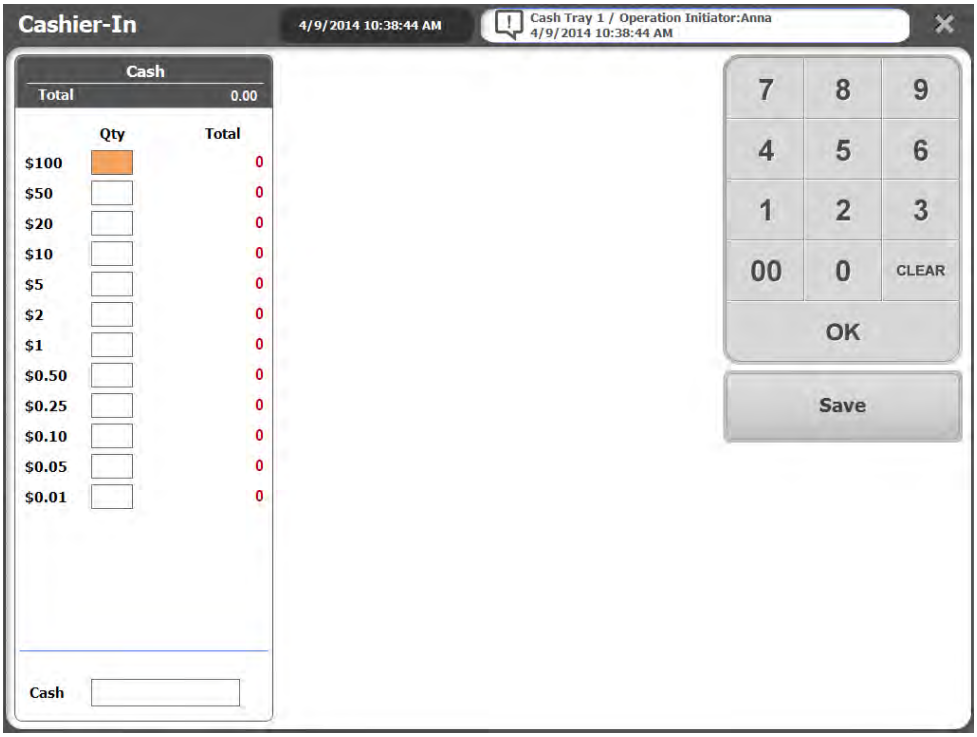
➔ **Step 1 :** Click *[Cashier-In]* in the Main Screen.



➔ **Step 2 :** Select a cash tray.
Cashier can select his/her own cash tray.



➔ **Step 3 :** Enter Beginning Balance
Enter quantity for each bill and coins. The total amount will be shown.
If you do not want to enter by bills or coins, input the amount into "Cash" field.



Tip Cash Tray can be added or changed with other name.
After doing Cashier-In, pritner will generate a report.
Users with Casher-In option (permition) can only perform Cashier-In.

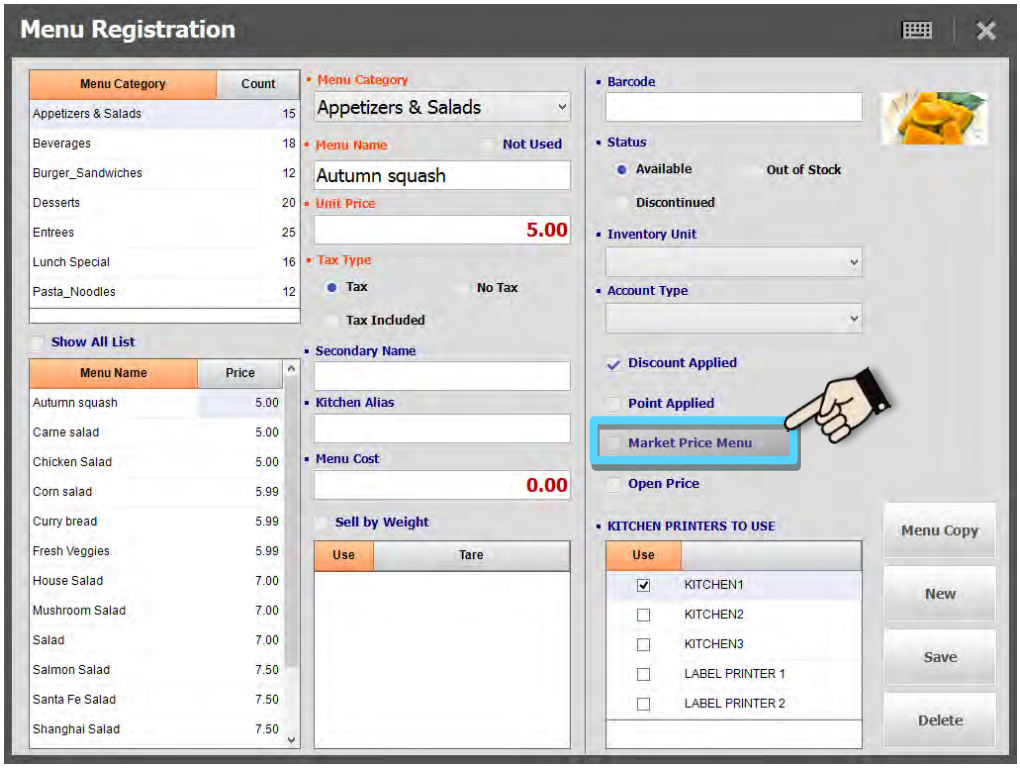
3. Market Price Menu

➔ Market price reflects daily change of the Menu item price. If you have Market price item, enter today's price.

You can configure it at Operation → Menu → Market Price Menu

How to get the list of market price menu:

Check "Market Price Menu" on Menu Registration screen as follows:



➔*Tip* 1) Prices are not set for Market Price Menu Items and Open Price Menu Item.
Market price menu: Set price when daily operation begins.
Open price menu: Set price at the point of sale.

Order Procedures

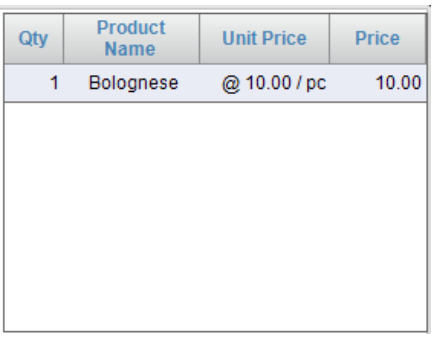
Chapter12 covers order processing, used in common with [Dine-In], [Quick Serve], [Delivery], and [Drive-Thru].

It handles customer's order in an easy and speedy way with various functions.
When you complete order, Order and Kitchen Printers print order sheets in accordance with settings.

1. Menu Item Selection

➔ Menu items are listed on Order List Section whenever they are selected. [Order] button finalizes the order with order sheets printed at Kitchen and Counter by settings.

1) General Menu



Selecting menu from Menu section

Step1. Click Menu items at Menu Section

Step2. Confirm the selected menu items are listed on the Order List Section with ordered quantities.

2) Combo Menu

If Menu items consist of combo menus, Combo Menu window pops up to show selections accordingly.

Step1. Click a Menu item on Menu Section.

Step2. Combo Menu window is displayed.
(Select the pre-set combo menus.)

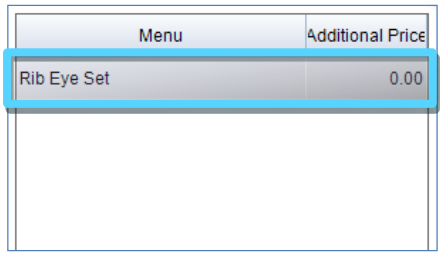
Three buttons with the magnifier show three levels for selecting combo menus. When you select a combo menu, the menu name will be displayed on the button of the level.

Sub Menu Structure with Three Levels

Step3. Select "Stew" from the combo menus in the first level.

Stew, the first selected combo menu displayed on 1st Button and Order List Section.

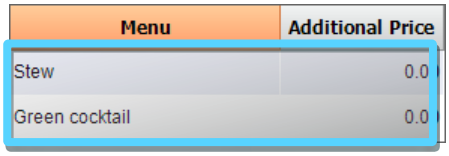
Then the control moves to the next level (level 2) automatically, displaying combo menu(s) of the level 2 at the right side.



Step4. Select "Green Coctail" from the combo menus in the 2nd level.

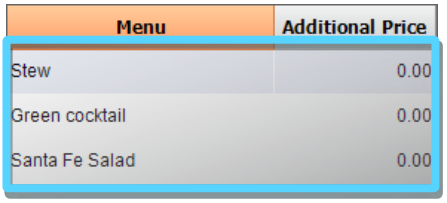
"Green Cocktail" is displayed on 2nd Button or Level and Order List Section.

Then the control moves to the next level (level 3) automatically, displaying combo menu(s) of the level 3 at the right side.



Step5. Select "Santa Fe Salad" from the combo menus in the 3rd level.

"Santa Fe Salad" is displayed on 3rd Button and Order List Section.



Step6. If you want to change a selected combo menu, click on a button with the combo menu name on it, and select a different combo menu from right hand side.

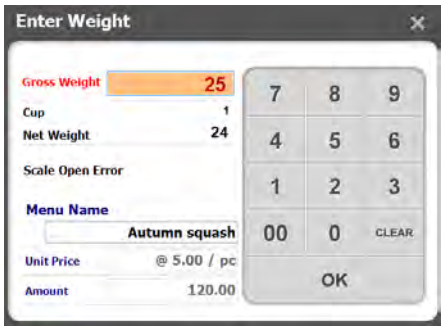
Click *[Finish]* to finish your configuration.

- [Delete Combo Menu]: deletes selected combo menus
- [Pricing Change]: change prices.
- [Menu Search]: search menus for Combo which have not been pre-configured.

Qty	Product Name	Unit Price	Price
1	Autumn squash	@ 5.00 / pc	5.00
	Stew		*0.00*
	Green cocktail		*0.00*
	Santa Fe Salad		*0.00*

Step7. Confirm Combo menus from the Order List Section in Order Screen.

3) Weighable Menu

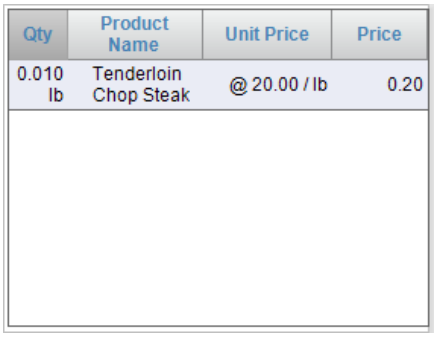


When a scale is connected, net weight is automatically displayed. Manual input is also possible.

Menu items are priced by weight. It works with weighable items.

Step1. Click a menu from Menu Section On the Order Screen.

Step2. "Enter Weight" window appears. Confirm the net weight, and click *[OK]* button.



Qty	Product Name	Unit Price	Price
0.010 lb	Tenderloin Chop Steak	@ 20.00 / lb	0.20

Step3. Confirm the weight displayed in Order List Section.

4) Modifier Menu

➔ Modifier Menu provides various options to the Menu to meet Customer's preferences.

2. Qty

➔ If multiple menu items are selected, select *[Qty]* from Order Edit Function Bar . In this mode, it works like a retail sale.

Step1 : Select *[Qty]* from Order Edit Function Bar, and enter the desired quantity.
Step2 : Click a menu from Menu Section.
Step3 : Confirm the quantity is displayed on Order List Section

3. Pricing Change

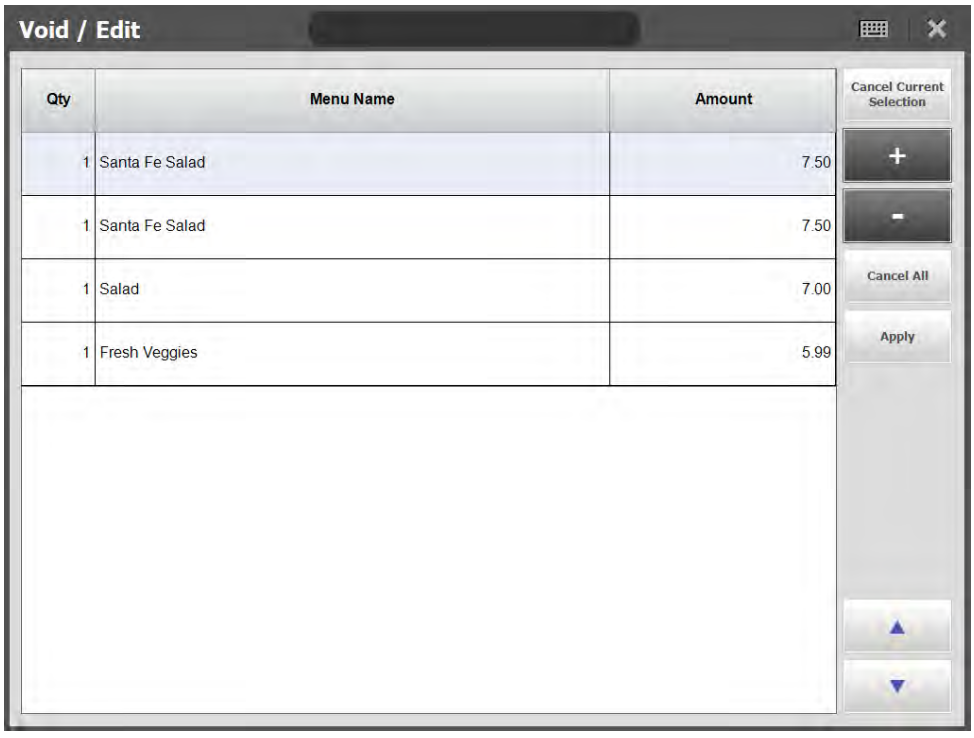
➔ Can change the unit price of selected menu item.

Step1 : Click *[Pricing Change]* from Order Edit Function Bar .
Step2 : Select a menu item.
Step3 : Enter new price for the menu.
Step4 : Select another menu from Menu Select Window to continue to change the price, or click *[Done]* to end [Pricing Change].
Step5 : Confirm the changed price in Order List Section.

4. Void / Edit

➔ The ordered menu items can be cancelled or changed in quantities.

To start this feature, click *[Void / Edit]* from Order Edit Function Bar. Then [Void/Edit] window will be shown as follows:



- **To cancel a menu, select a menu, and then click [Cancel Current Selection] button.**
- **To cancel all the order, just click [Cancel All] button.**
- **To add quantities, select a menu, and then click [+] button.**
- **To substract quantities, select a menu, and then click [-] button.**
- **To save changes, click [Apply] button.**

NOTE: During taking orders but before pressing [Order] button, you can do both cancelling and changing quantities in [Void/Edit] window. But, you can do ONLY cancelling once you click the [Order] button on the Order Screen.

Even though you've completed the orders by pressing [Order] button, but if you add new items to the completed orders, then you can still change quanities of those new items if you didn't press [Order] button yet.

TIPS: You can directly type in quantities in the *[Qty]* column.

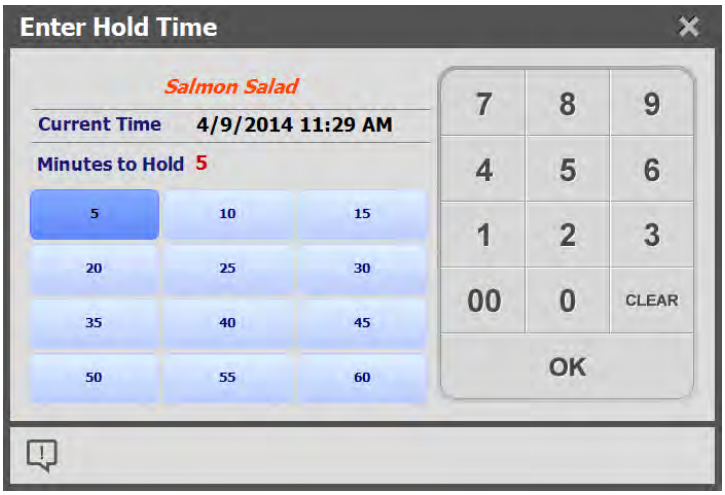
5. Hold Time

➔ The orders are not delivered immediately to the kitchen, but held for the hold time. For example, if customers order menus in advance and arrive thirty minutes later, then you can set up Hold Time to thirty minutes. It means the order sheets will be printed in thirty minutes.

➔ **Step 1 :** Click *[Hold Time]* on Order Edit Function Bar.

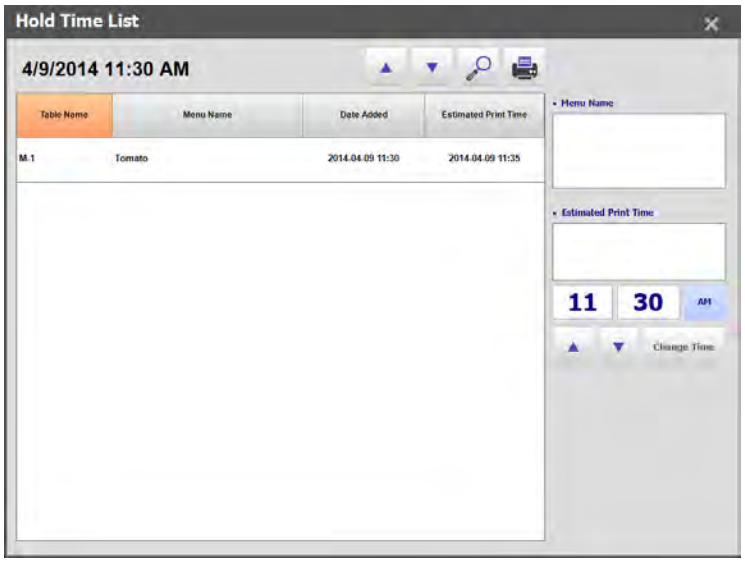
➔ **Step 2 :** Click a menu item on Menu Section.

➔ **Step 3 :** *[Enter Hold Time]* window pops up.



Click desired time on the table, or enter exact hold time in minutes using Numberic Key Pad. Then click *[OK].*

➔ **Step 4 :** If necessary, you can change the time setting by clicking *[Hold Time List]* at Operations → Management → Hold Time List



6. Rush Order

➔ If urgent change or additional order is made, use *[Rush Order]*. The word, "RUSH ORDER", is printed in black background on Kitchen Order Sheet.

Tip For printing in red, check "Print in Red When Rush or Void" option. Not all the printers support this.

7. Hold Order

➔ With this function, you can hold the order you are taking currently, and then take next customer's order. When the previous customer is ready to continue to order, you can bring out his/her order back and continue.

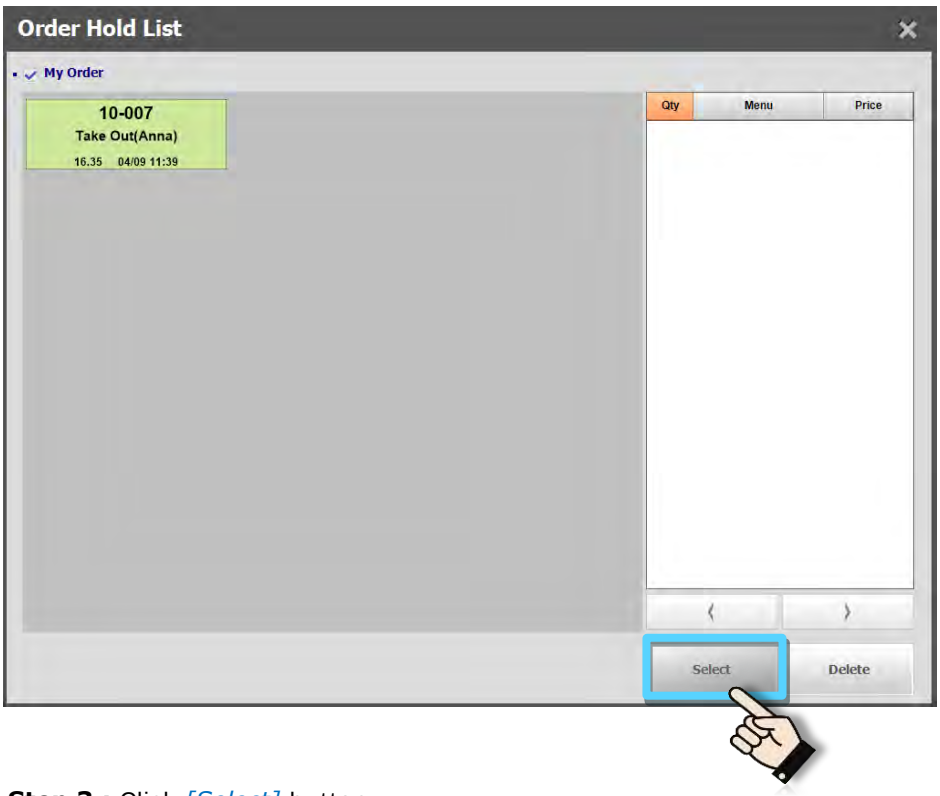
Doing Hold Order:

➔ **Step 1 : Click an menu item in** Menu Section.
➔ **Step 2 : Click** *[Hold Order]* from Order Edit Function Bar in Quick Serve.
➔ **Step 3 :** The order is now on hold, and it reurns to the Order Screen.

Recalling Hold Order:

➔ **Step 1 : Make sure** Order List Section is without ordered items. Click *[Hold Order]* from Order Edit Function Bar in Quick Serve.

➔ **Step 2 :** Select a desired order in Order Hold List window. Then, the menu item(s) of the order display(s) in the Order List Section.

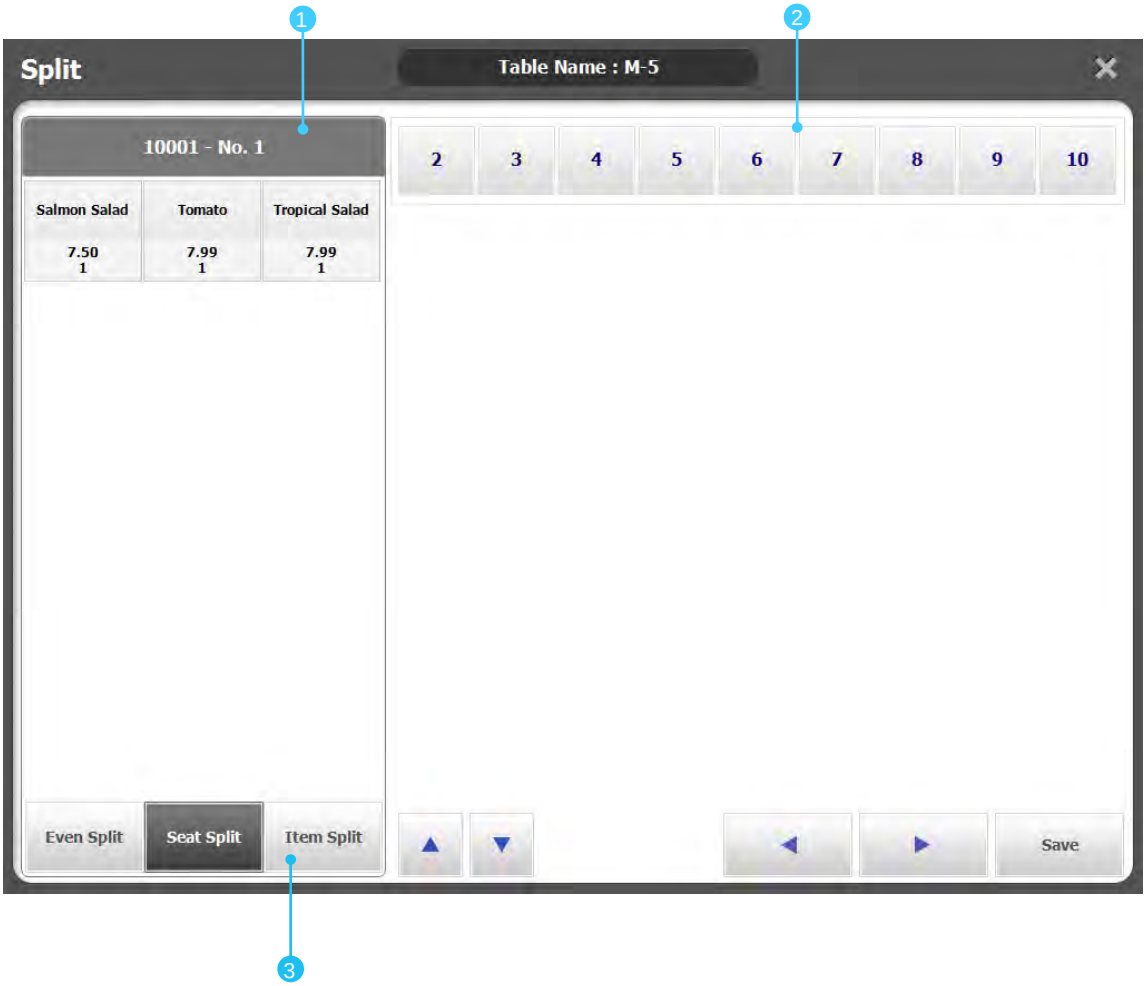


➔ **Step 3 :** Click *[Select]* button.
➔ **Step 4 :** Do other tasks.

Tip *[Held Order]* is not printed to the Kitchen: It just holds the order.

8. Split

➔ It splits an order into multiple order sheets. This is usefull when customers want to pay individually.



❶ Original Order:
The order to be splitted

❷ Page Numbers for Splitted Order Sheets:
Splitted sheets go under the page numbers.

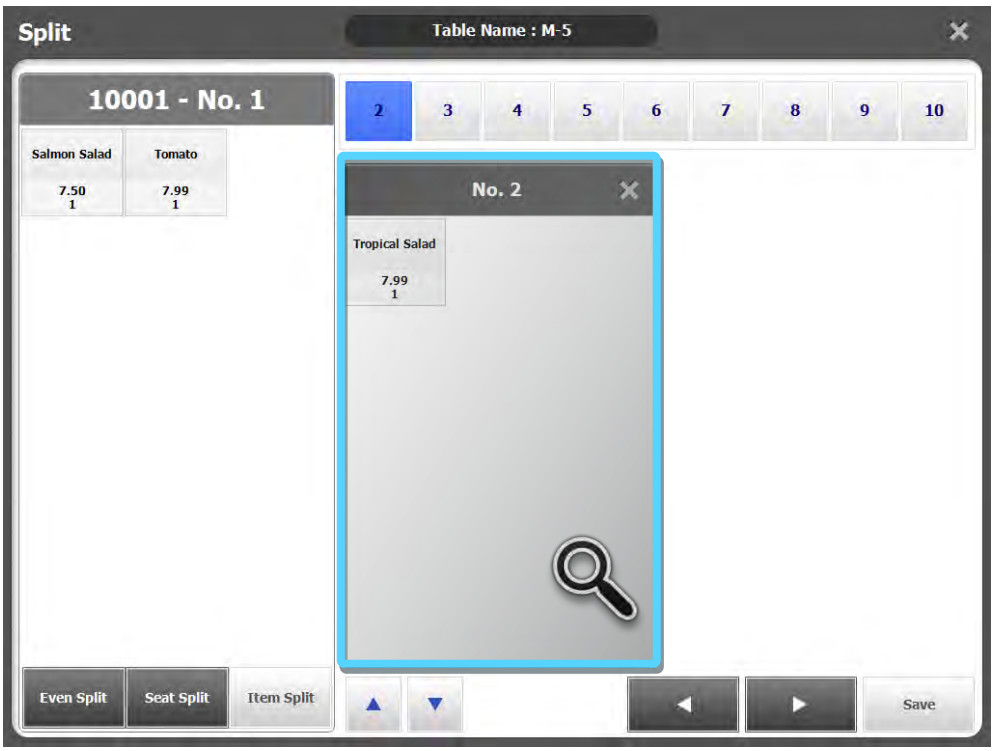
❸ Split Buttons:

- *[Even Split]* : It splits orders with the same amount of money.
- *[Seat Split]* : It splits oders by seats when the orders were placed by seats.
- *[Item Split]* : It splits the selected menu from the original order.

➔ **Ex)** The below is an order sheet with three menu items ordered by seat

Qty	Product Name	Unit Price	Price
1	Shrimp Only Tempura Seat#: 1	@ 9.95 / pc	9.95
1	Shrimp Tempura Combo Seat#: 2	@ 7.95 / pc	7.95
1	Shumai Seat#: 3	@ 4.95 / pc	4.95

➔ **Step 1 :** Click the table on order from Dine-In screen.
Step 2 : Click *[Split]* from Order Edit Function Bar in Order Screen.
Step 3 : [Split] window pops up.



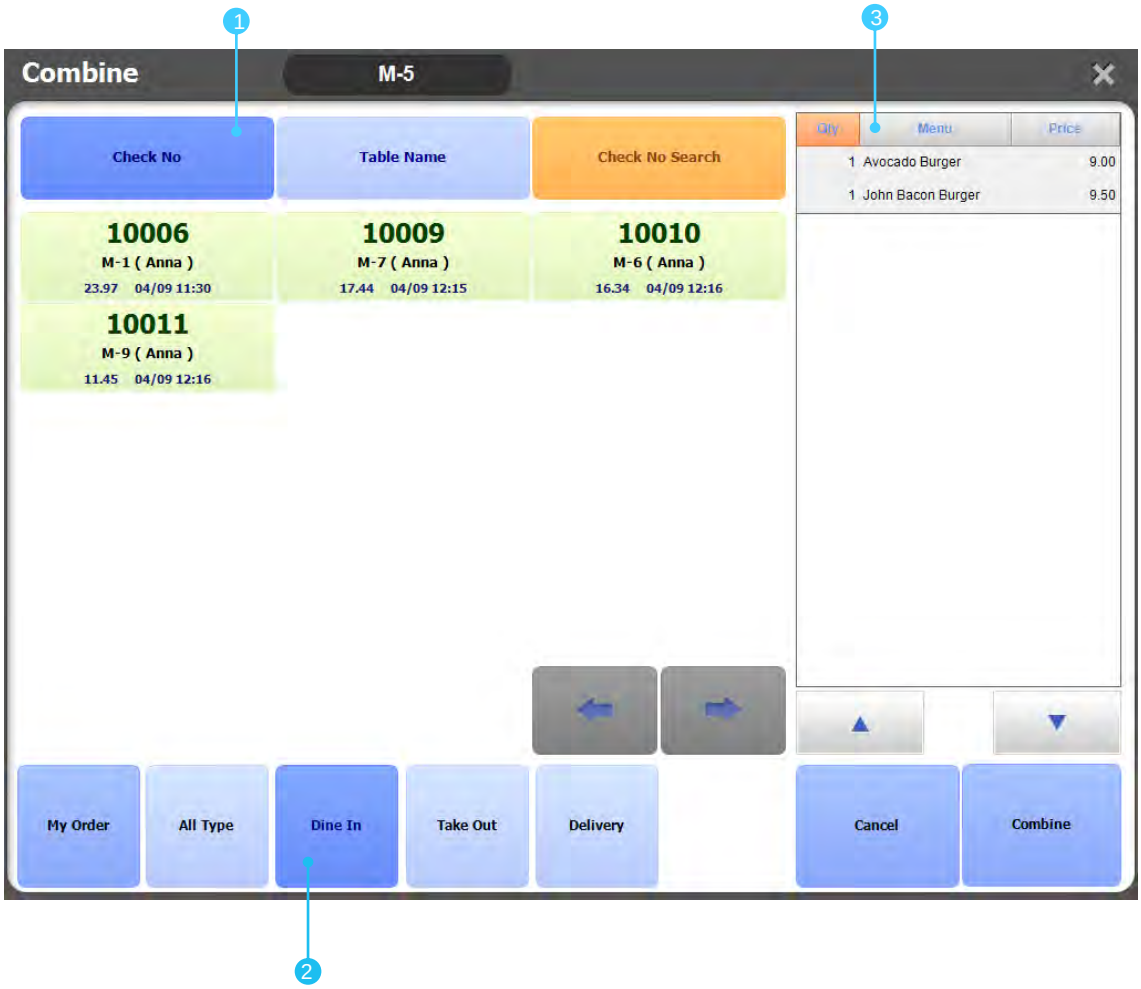
➔ Click items and click [Split]. The split order sheet appears to the right as seen above. (Clicking "X" on the right top corner of the splitted receipt will return it to the original receipt.)

If you take orders by seats, you can split them by seats. In this case, you can click *[Seat Split]* instead of *[Split]*.

➔ **Step 4 :** Click *[Save]* button to save and finish splitting.

9. Combine

➔ Merge orders into single order.
It is useful to merge multiple orders into a single order.



➔ Search current orders and combine them.

❶ **Search & Sort Orders:**
[Check No], [Table Name] : Search by order number / Table name.
[Check No Search]: Search by order number.

❷ **Search By Service Type:**
My Order: Search by current logged-in user's order
All Type: Search by all types.
Others : Search by Dine-In, Take-Out, and Delivery respectively.

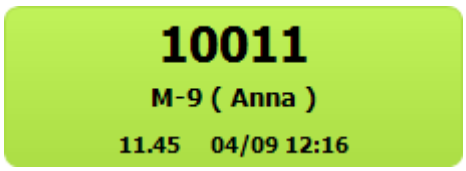
❸ **Order Sheet details to be combined**
Greyed out items in the list show that the order was previously processed. New order will be added in white when you select order sheet from the left pane.

➔ Ex) The below table shows two menu items where another order sheet is to be combined

Qty	Product Name	Unit Price	Price
1	Shrimp Tempura Combo	@ 7.95 / pc	7.95
1	Shrimp Only Tempura	@ 9.95 / pc	9.95

➔ **Step 1 :** Click the table from Dine-In screen.
➔ **Step 2 :** Click *[Combine]* button from Order Screen.
➔ **Step 3 :** [Combine] window pops up.
Click the order sheet (Table : M-14).

➔



10011 is now merged into current order sheet at the right pane.

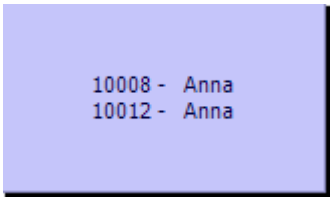
➔ **Step 4 :** Click *[Combine]* button to combine.
➔ **Step 5 :** Click *[Cancel]* to discard changes and exit the screen.

10. New Check

➔ This is a function for adding a new check to the same table: it's like "pre-split". When customers want to place orders individually, checks are issued to each customer. You can also take orders in one order sheet and split it later. If new customers join the table, just click new check and create order when order is placed.

➔ **Step 1 :** Select a table from Dine-In.
➔ **Step 2 :** Ordered items are displayed on Order List Section
➔ **Step 3 :** Click [New Check] button on Order Edit Function Bar Bar.
Menu items on Order List Section are cleared and ready to create new sheet for the order.
➔ **Step 4 :** Procede the order as usaul.

When multiple orders exist in a table, the tables shows information as follows:



11. Last Receipt

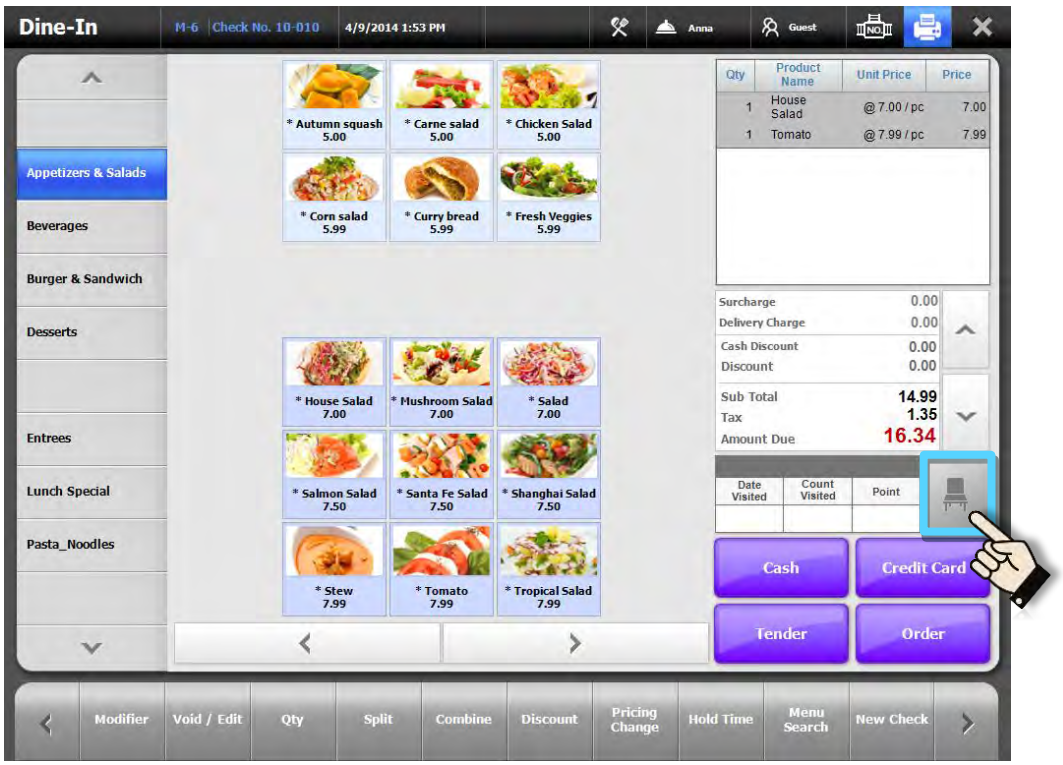
➔ Reprints the last receipt.
It reprints Customer Copy and Merchant Copy respectively.
To reprint the previous orders, you can do it by selecting Recall from the Main Screen.

➔ Click *[Last Receipt]* from Order Edit Function Bar.

12. Order by Table Seat

➔ Click Seat icon to perform “Member Information search” and “Order by Seat”: it toggles.

Enhance serving by taking orders by seat in Dine-In.



There are three ways to select Seats:

➔ **Assign Seat with pre-defined number**

- Order by Seat from Pop up Window

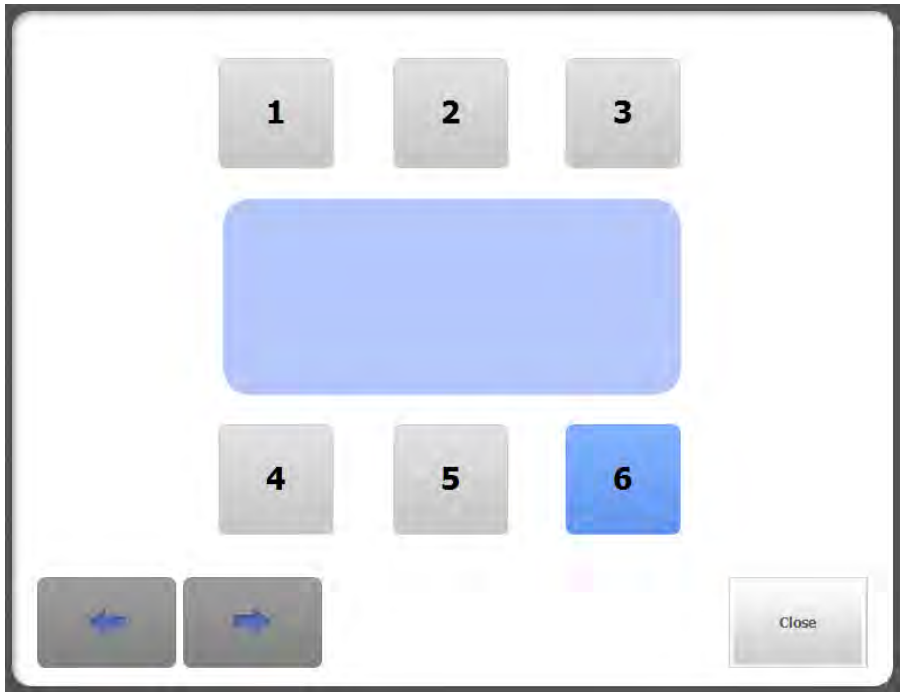
- When the table is created with information on number of seats (ex. 5 Seat Table)

- When Number of

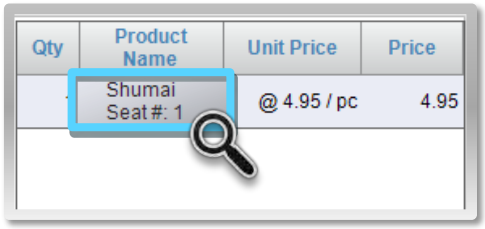
Guests are entered before ordering (Example: Five guests are to be assigned to a table with four guests are pre-defined)

Click Seat as below.

Then click a seat and select menu for the seat.



Seat number is displayed.



The five-seat table with three guests will show five seats.

➔ **Settings for seat without number of guests**

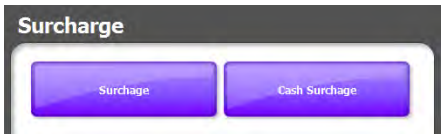
When you click the (+) seat (the middle button), seats will be added as the first button below:

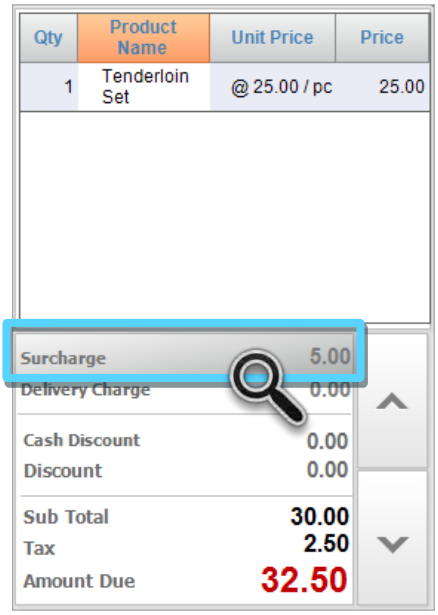
Click menus to process order for the seat.
Change the numbers of seats by clicking (+) and (-) button.

13. Surcharge

➔ It applies surcharge manually or automatically by option. Surcharge is taxable by option, too.

1) Maunal Surcharge





Step 1 : Click *[Surcharge]* from Order Edit Function Bar in Order Screen

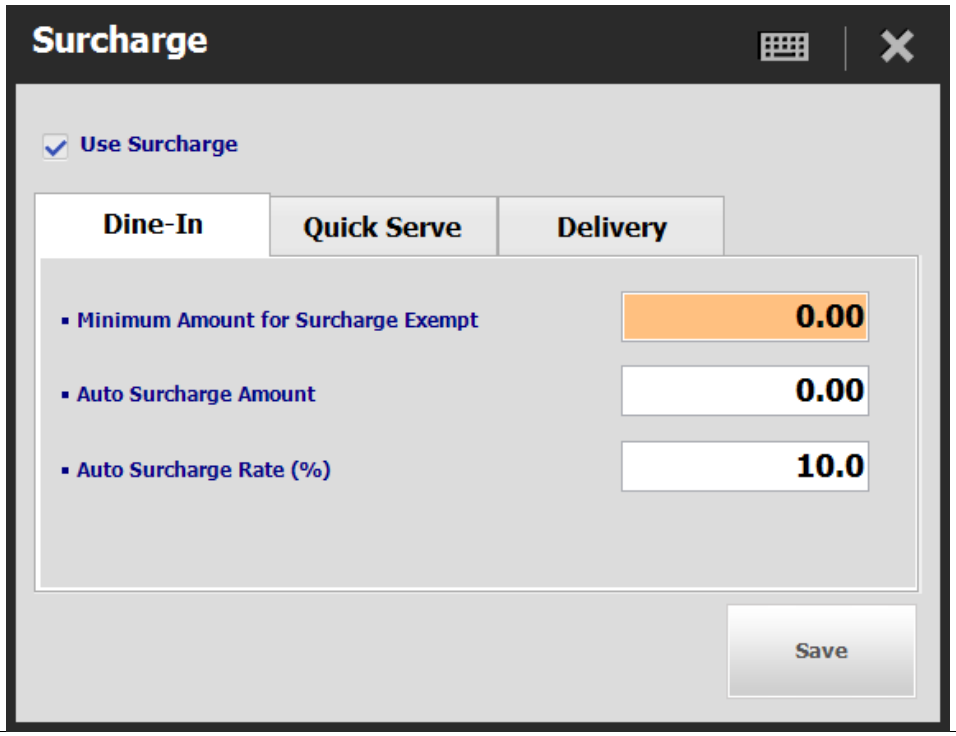
Step 2 : Select desired method from Surcharge window.

- Surcharge: Pre-defined rate(%) is applied
- Cash Surcharge: Enter the amount manually to apply

Step 3 : Confirm Surcharge from Order Screen

2) Auto Surcharge

➔ **Auto Surcharge is applied based on [Option Settings](#).**

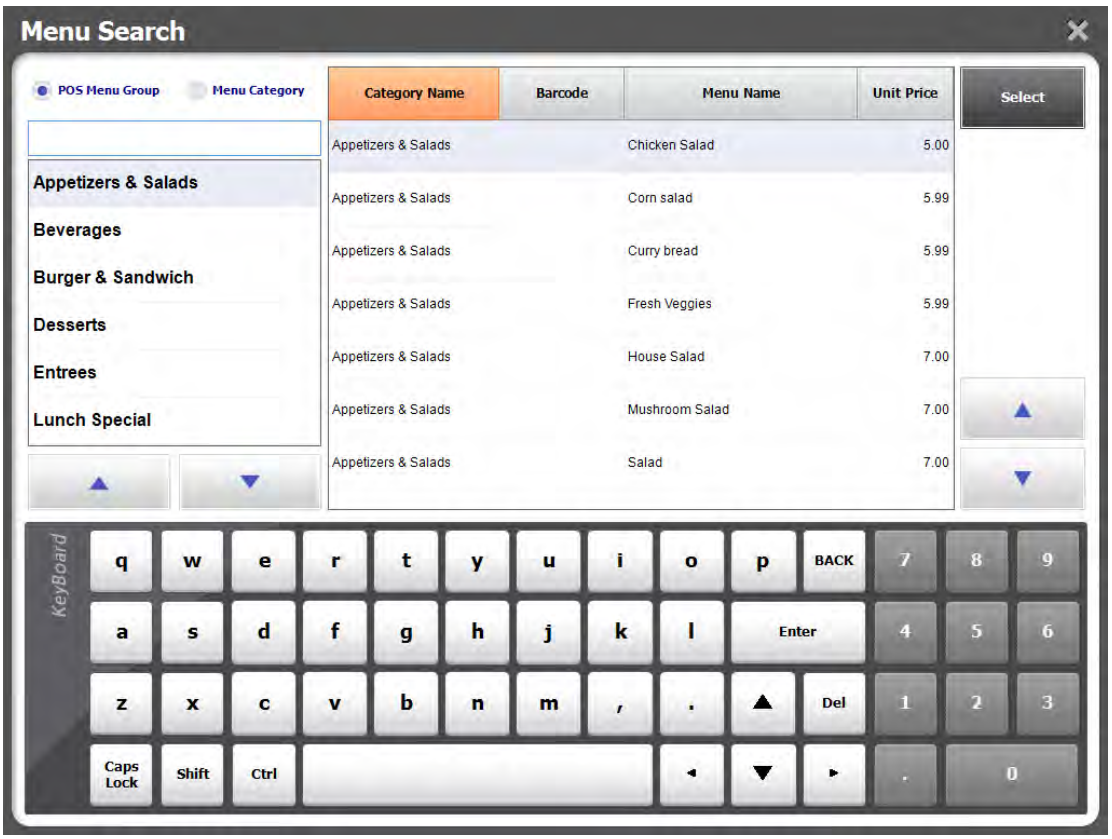


1) Surcharge Settings are available from Operation Management → Settings → Store → Surcharge.
2) **Minimum amount for Surcharge Exempt**: No surcharge will be applied when order value is over this amount.
3) **Auto Surcharge Amount**: Amount fixed here will be charged automatically.
4) **Auto Surcharge Rate(%)**: A fixed rate(%) set here will be charged automatically.
5) When auto surcharge amount set with both rate and amount, the rate(%) will be applied.

14. Menu Search

If number of menu items increase and it is hard to find a menu in Menu Section on Order Screen, then Menu Searh will help you to find menus fast and easy.

*) Menu Search default screen:



➔ Click *[Menu Search]* in **Order Edit Function Bar** to access to the menu search screen.

[Menu Search]

You can search by Menu Group or Menu Category.

1) Search by Scanning Barcode

Click or touch the text box, and scan the barcode of the menu.

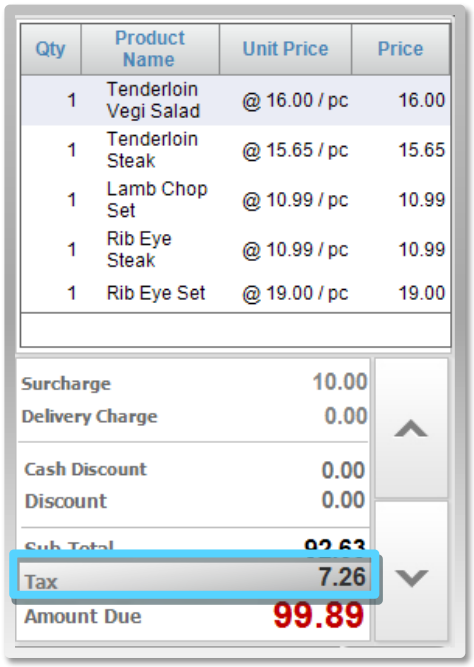
2) Search by Typing Menu Name

While typing menu names in the text box, you will see the menus in the list box.

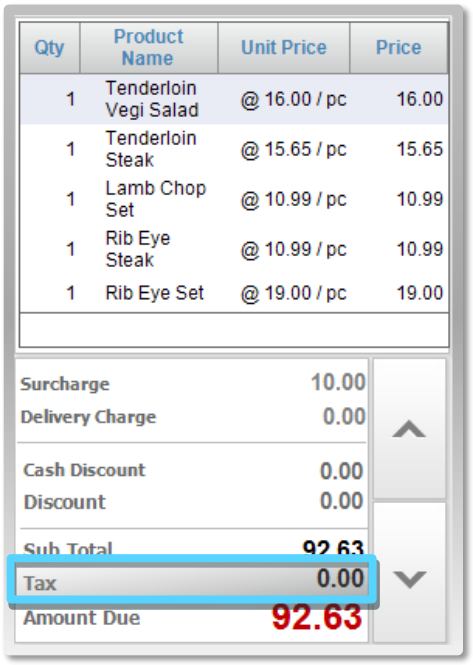
15. No Tax

➔ This function nullifies the tax: it sets the tax to zero (0).

Click *[No Tax]* from Order Edit Function Bar at Order Screen. It toggles between adding and removing tax.


Qty
Product Name
Unit Price
Price
1 Tenderloin Vegi Salad @ 16.00 / pc 16.00
1 Tenderloin Steak @ 15.65 / pc 15.65
1 Lamb Chop Set @ 10.99 / pc 10.99
1 Rib Eye Steak @ 10.99 / pc 10.99
1 Rib Eye Set @ 19.00 / pc 19.00
Surcharge 10.00
Delivery Charge 0.00
Cash Discount 0.00
Discount 0.00
Tax 7.26
Amount Due 99.89

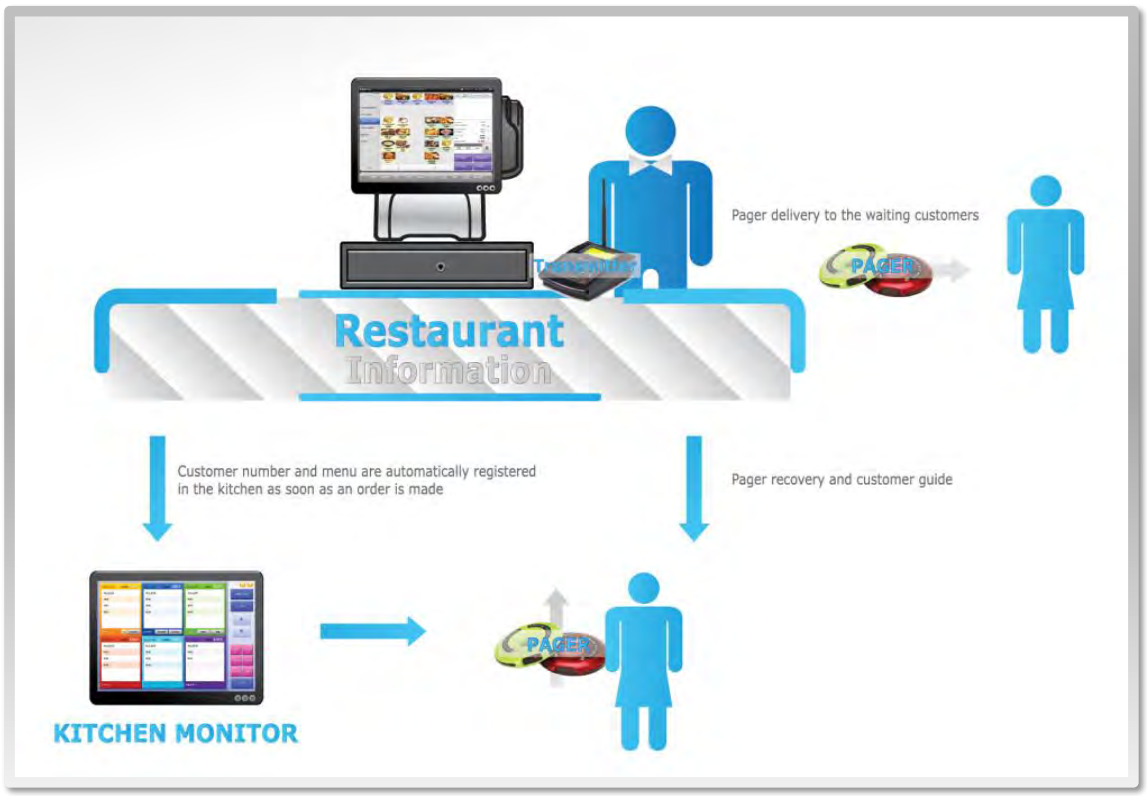
< **Before Clicking *[No Tax]* Button** >


Qty
Product Name
Unit Price
Price
1 Tenderloin Vegi Salad @ 16.00 / pc 16.00
1 Tenderloin Steak @ 15.65 / pc 15.65
1 Lamb Chop Set @ 10.99 / pc 10.99
1 Rib Eye Steak @ 10.99 / pc 10.99
1 Rib Eye Set @ 19.00 / pc 19.00
Surcharge 10.00
Delivery Charge 0.00
Cash Discount 0.00
Discount 0.00
Tax 0.00
Amount Due 92.63

< **After Clicking *[No Tax]* Button** >

16. Pager

➔ You can call Dine-In or Quick Server customers through the pager.


Pager delivery to the waiting customers
PAGER
Restaurant
Information
Customer number and menu are automatically registered in the kitchen as soon as an order is made
Pager recovery and customer guide
PAGER
KITCHEN MONITOR

1) Pager for Quick Server

Step 1 : Process Customer Order as usual all the way to the tender.

- When you see the following window, click "YES".

- Then POS sends an order number to the pager or receiver.

Step 2 : Deliver the pager to the customer.

Step 3 : When order is ready, click *[Pager]* button in Order Edit Function Bar and call the pager by selecting the receipt number and clicking "Call Pager" button as follows.

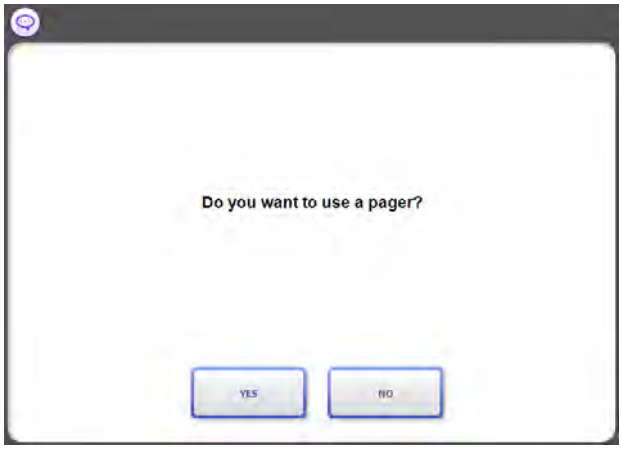
- When you call the pager, the pager will receive the signal with beeping sound, vibration and blinking lights.

Step 4 : Retrieve the pager from the customer, and mount it on the charger.

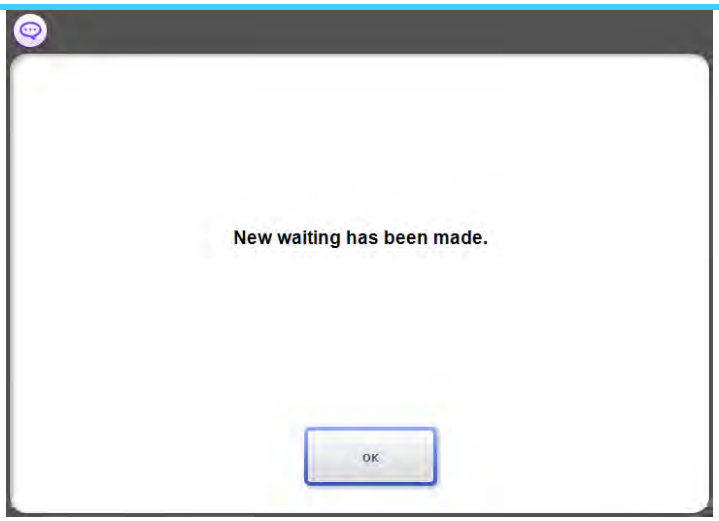
2) Pager for Dine-In

Step 1 : Select [Wait] button from the Table Screen. Select a customer or create a new customer.

- When you see the following window, click [YES].



- Then POS sends a page number to the pager or receiver, popping up a window as follows. Then click "OK".



Step 2 : Deliver the pager to the customer.

Step 3 : Select the waiting customer in *[Waiting]* window, and click *[Pager]* button.

- When you call the pager, the pager will receive the signal with beeping sound, vibration and blinking lights.

Step 4 : Invite the customer to the assigned table. Then withdraw the pager, and mount it on the charger.

Dine-In

In Dine-In mode, it is to possible to perform Reservations, Table Managerment , Order Processing, and Order Settlement.

Dine-In is comprised of 12 Functions. In this chapter, each function is described based on Dine-In mode.

1. Menu Item Selection

➔ Menu items are displayed in Order List Section when you select them for order. Then, when you select Order Finalize Function, the order is concluded and Kitchen Order and Customer Order are printed based on option settings.

2. Move / Join

➔ This function is used when customers want to move to other table. Move/Join is one function. If the destination table is empty it is Move, if not Join.

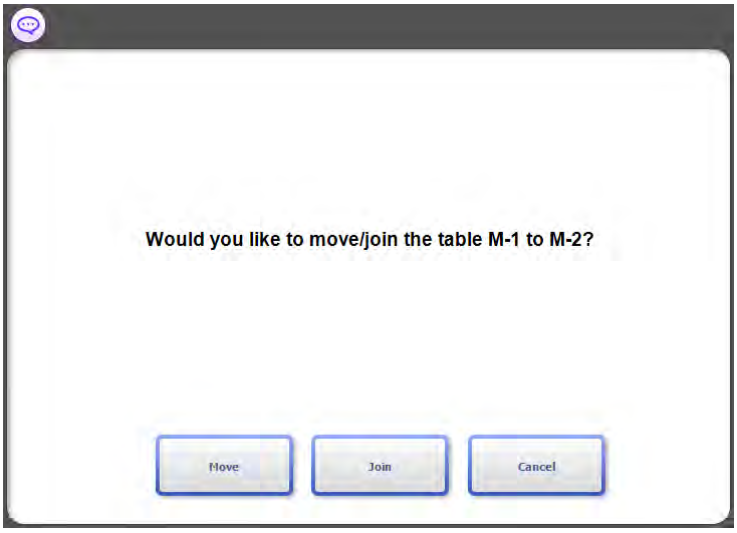
➔ **Step 1 :** Click *[Move/Join]* function button on [Dine-In] table screen.

➔ **Step 2 :** Click a table that already has an order.
(Table color changes when clicked)

➔ **Step 3 :** Click the destination table.

➔ **Step 4 :** A confirmation window appears as follows.

[Image 1] Window When Clicking Current Table (M-1) and Destination Empty Table(M-3): There is only "Move" option.



[Image 2] Window When Clicking Current Table (M-1) and Destination Occupied Table(M-2): There are "Move" and "Join" options.

[Move]
Current order sheet is not merged but kept separate after moving to the other table

[Join]
Current order sheet is merged to the destination table's order sheet.

➔ **Step 5 :** Click ***[Move]*** or ***[Join].***

➔ **Step 6 :** Confirm the Table(M-2 or M-3) is changed accordingly.

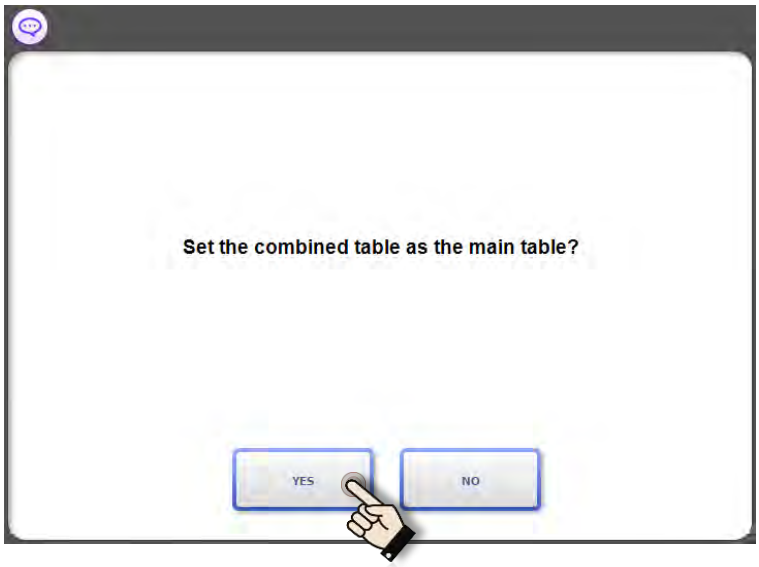
3. Link Table

➔ This function is used when a group of customers uses multiple tables. It links table as a group. All the order sheets by tables can be paid as one single payment.

Orders are processed separately, but it is possible to pay either separately or together.

➔ **Step 1 :** Click *[Link Table]* from [Dine-In] function at [Dine-In] table screen.

➔ **Step 2 :** Select an occupied table to make it as a main table. Click *[YES]* from the message window.

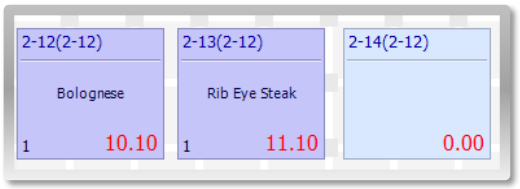


➔ **Step 3 :** Select tables to link consecutively.

➔ **Step 4 :** Click *[Link Table]* from [Dine-In] table screen once again.

- Before [Link Table]

- After [Link Table]



- To run, click *[Link Table]*, click the first Table(2-12), and set it as Main Table. Then, click Target Tables(2-13 > 2-14 >).

4. Serving

➔ [Serving] shows status by color whether the table is served with menu items. By Table color you can tell whether the table's order is being served or not. This is good for finding tables not being served with their orders.

➔ **Step 1 :** Click *[Serving]* from [Dine-In] function buttons on the table screen.

➔ **Step 2 :** Click the table .

- [Before Serving] [After Serving]

Tip The color for served table is customizable by user, and the time passed since the first roder also can be displayed on the table by option settings.

5. Clear Table

➔ Table Status: A table, of which payment is completed but the customers still stays or the table is not cleaned after the customers left, is not ready to receive new customers. [Clear Table] is the function to set a table to get ready for receiving cutomers by changing the status of the table's color and shape.

➔ **Step 1 :** Click [Clear Table] from [Dine-In] function buttons on the table screen.

➔ **Step 2 :** Click the table that you would like to clear.

- [Before Clear] [After Clear]

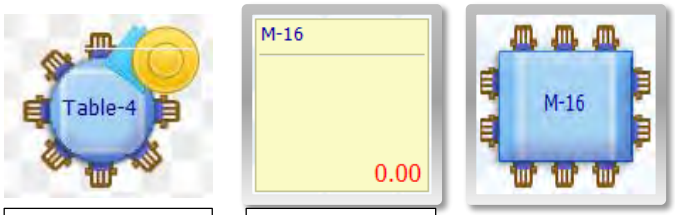


Table With Image | Table Without Image

Tip

1) Auto Clear Table Setting: It clears tables automatically as soon as completing the payment.

2) When you receive payment, click icon on Tender screen.

6. Tender

➔ It enables to receive payment from [Dine-In] screen .
See "Chapter16. Order Settlement Procedure" .

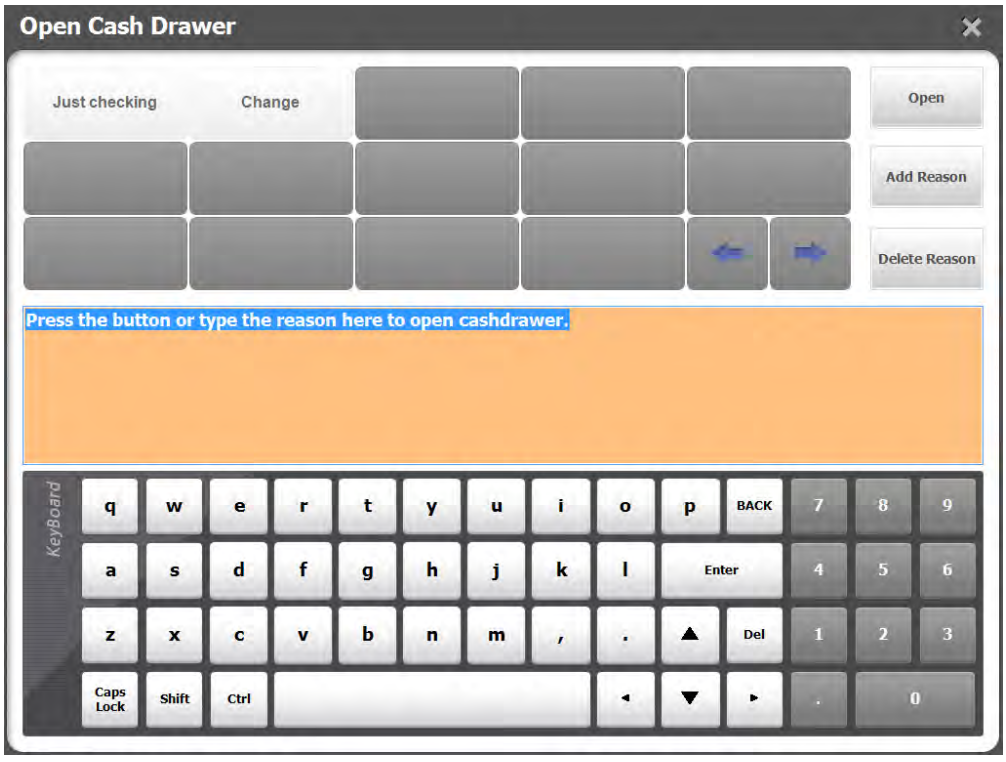
7. Quick Serve

➔ It enables to switch from Dine-In Screen to Quick Serve Screen

8. Cash Drawer

➔ This is the function to open Cash Drawer without sale. It requires users to provide password and reason by option settings. It also records attempts to open cash drawer.

You many type in reasons to open the cash drawer.


Open Cash Drawer
Just checking
Change
Open
Add Reason
Delete Reason
Press the button or type the reason here to open cashdrawer.
KeyBoard
q w e r t y u i o p BACK 7 8 9
a s d f g h j k l Enter 4 5 6
z x c v b n m , . Del 1 2 3
Caps Lock Shift Ctrl 0

9. Refund

➔ This is the function to cancel payment partially or all. It does not delete paid transactions but substract items from order sheets. Refunded transactions are not recallable. Thus, "Void", "Refund", and "Change Payment Method" are no more possible after refund.

➔ See Chapter 17 Change Settlements".

---

10. Reservation

➔ This is the function exclusively for Dine-In. Customer can make a reservation with specified table and time. It manages [Reservation], [Check-In], and [Cancel] together.

➔ See "Chapter 18 Hostess Procedure-1.Reservation"

---

11. Wait

➔ This is the function to make customers wait for the seats. When tables become available, the customers can be invited to the tables.

[Wait] function is similar to [Reservation], and uses common processes internally.

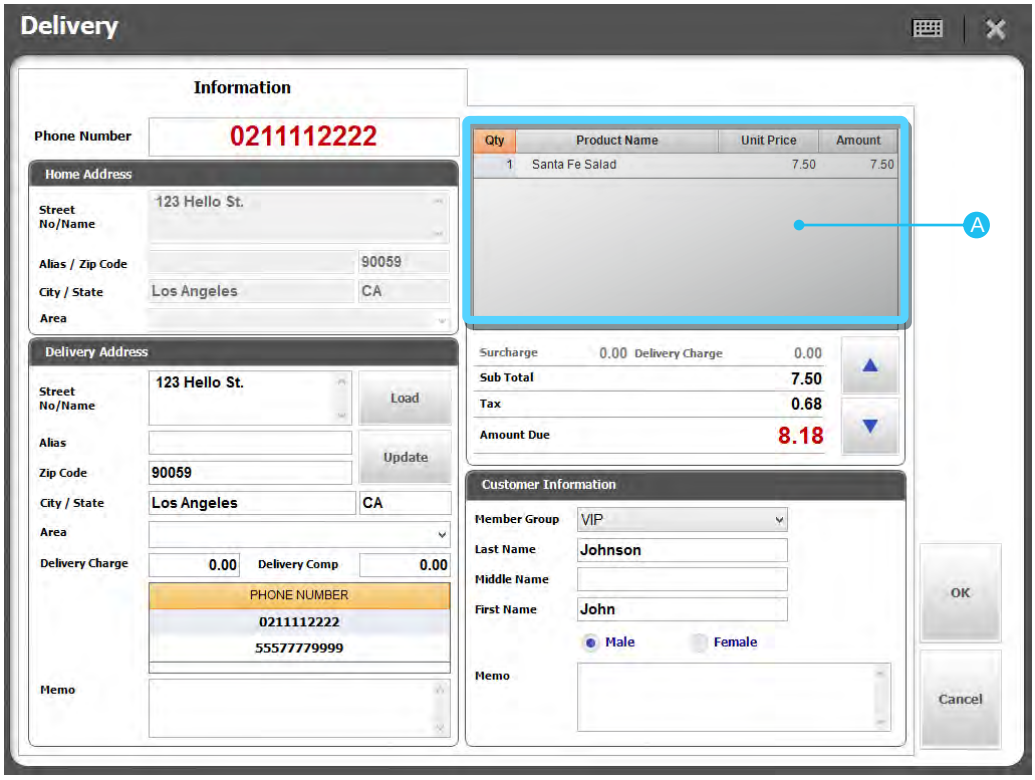
➔ See "Chapter 18 Hostess Procedure-1.Reservation.

Delivery

This service is for receiving orders by phone. It uses customer information stored in the database and enhance services. It also extracts phone numbers from CID (Caller ID), and matches customer's phone number stored in the database to expedite order processing.

1. CID (Caller ID)

➔ If CID is connected to the POS station, [Delivery] window pops up when a customer calls for an order.



➔

A. Last Orders

If the call does not show customer's information, please enter it to store in the database. Select either "Reservation", "Delivery", "Quick Serve" or set "Order", "Dine-In" or "Hold" as default.

You can search orders using "Recent Order History" to find the caller's order details and to find the customers favorite items.

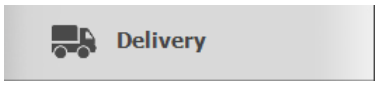
2. Registering Delivery

➔ POPs Restaurant has a separate Delivery screen to take order, but CID (Caller ID) device will open Delivery window automatically.

If CID (Caller ID) is not connected, it is possible to take orders as follows.

➔ **Step 1 :** Click *[Delivery]* from Main Screen.

➔

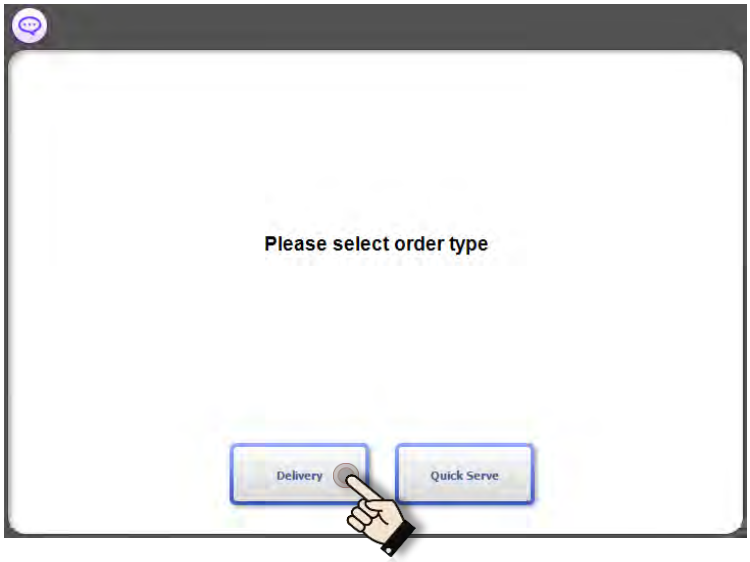


If it's not there, you can add it at Operations → Settings → Screen Design → Function Button Screen → Main Screen tab.

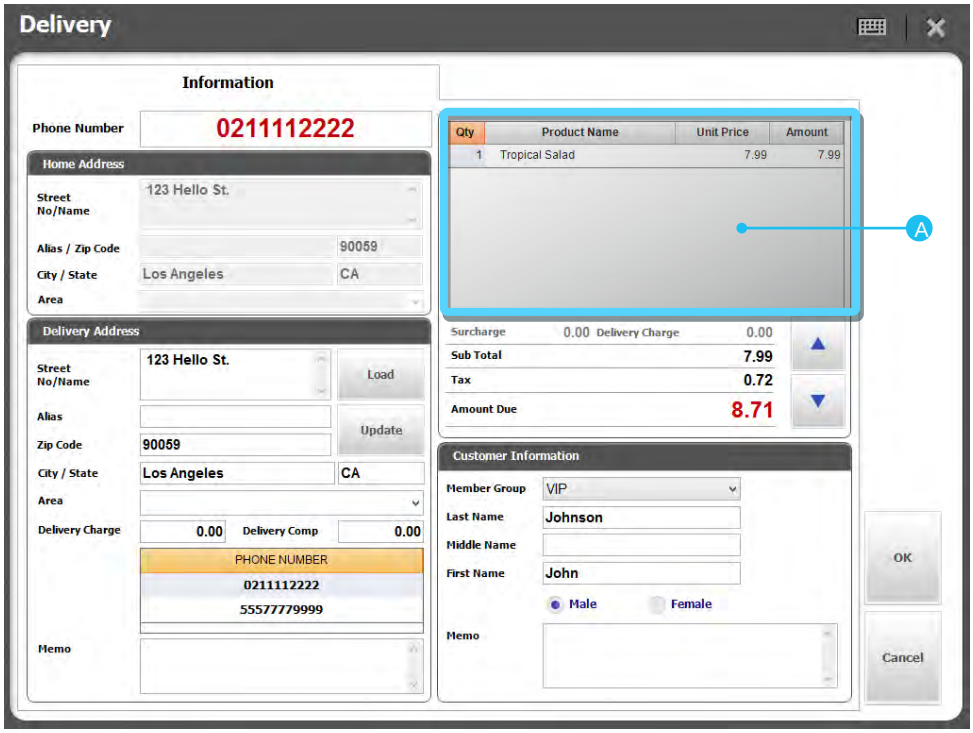
Step 2 : Select meun items from Delivery Order screen.
Click *[Order]* button.

➔

Step 3 : Click *[Delivery]* button from popped up window.



➔ **Step 4 :** Enter necessary information such as phone numbers and delivery address.



A. Last Orders

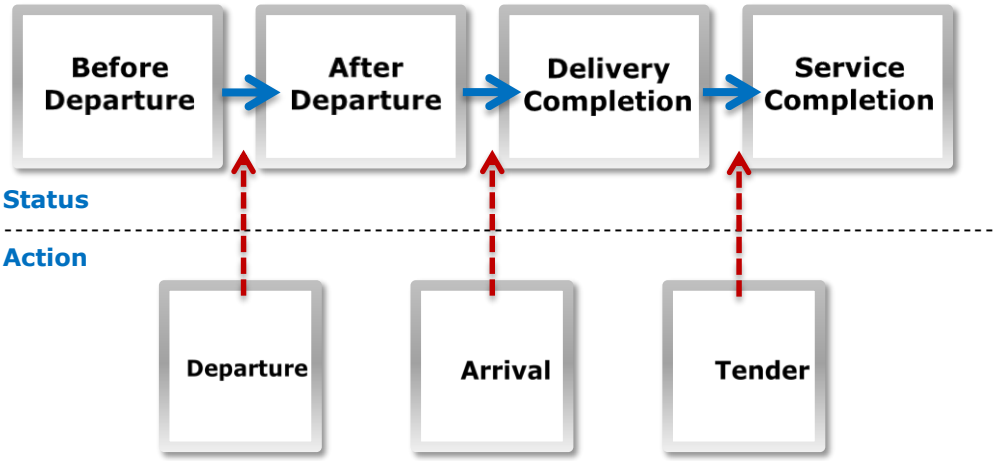
If the phone number already exists, delivery information will pop up automatically.

➔ **Step 5 :** After information input, click *[OK]*. The order is now completed.
For delivery order status, See " Delivery List" at the following section.

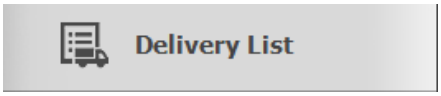
3. Delivery List

➔ Delivery List is a function for monitoring delivery orders from registration to delivery completion.

Delivery List manages *[Before Start], [After Start], [Delivery Complete]* with *[Departure], [Arrival], [Tender].* Please refer to the flow chart for this process:

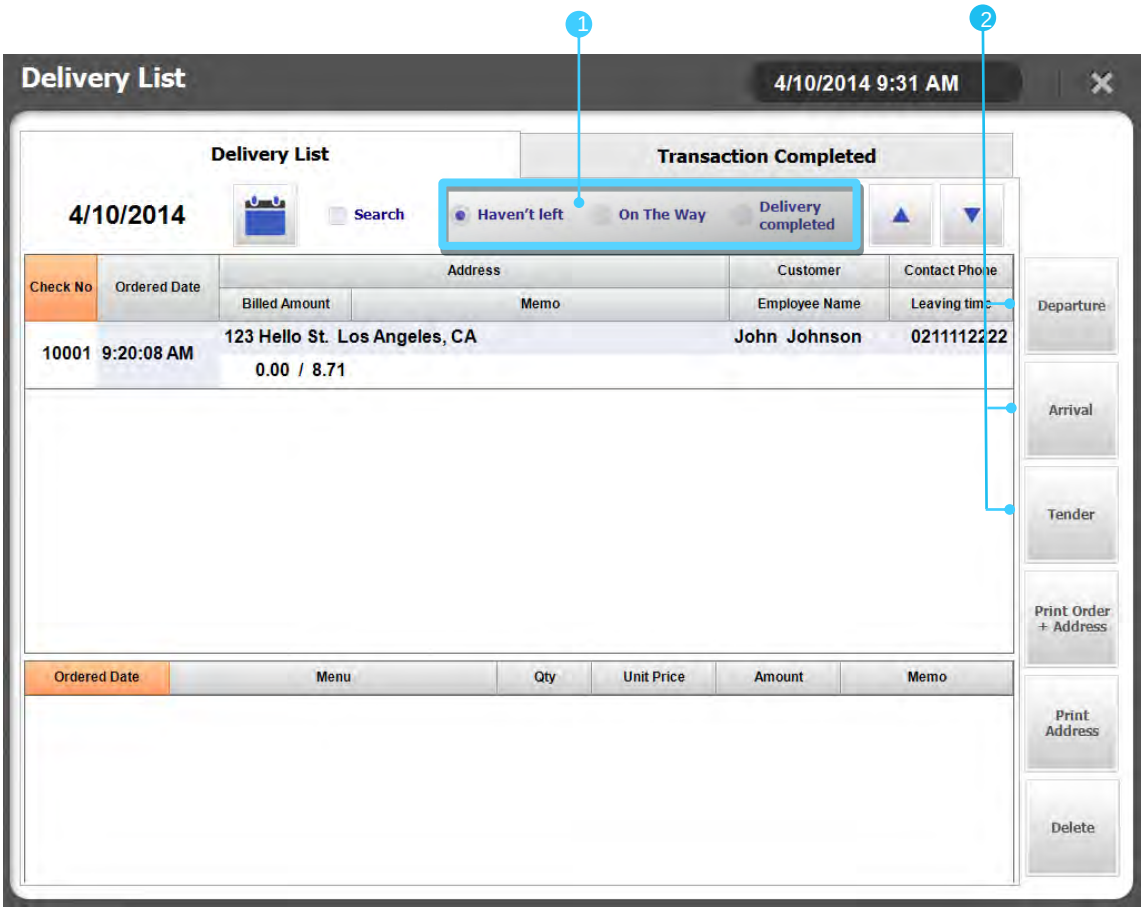


To access the Delivery List, click the "Deliver List" function button from the Main Screen.



(Deliver List Function Button)

Delivery List manages delivery order from registration to delivery completion. Delivery list has *[Delivery Status]* Buttons and *[Delivery Action]* Buttons.



➔ **1) Delivery Status Buttons**

- **Haven't Left:** Confirms delivery details before starting delivery.
- **On The Way:** Confirms orders on the way to deliver.
- **Delivery Completed:** Confirms orders delivered but not paid yet.

2) Delivery Action Buttons

- **Departure:** Driver clicks this button before starting delivery.
  It changes status from [Haven't left] to [On Then Way].
- **Arrival:** Driver clicks this button after completing delivery.
  It changes status from [On The Way] to [Delivery Completed].
- **Tender:** It processes payment after delivery.
  After the tender, this delivery will be listed on the report - "Transaction Completed".

3) Other Buttons

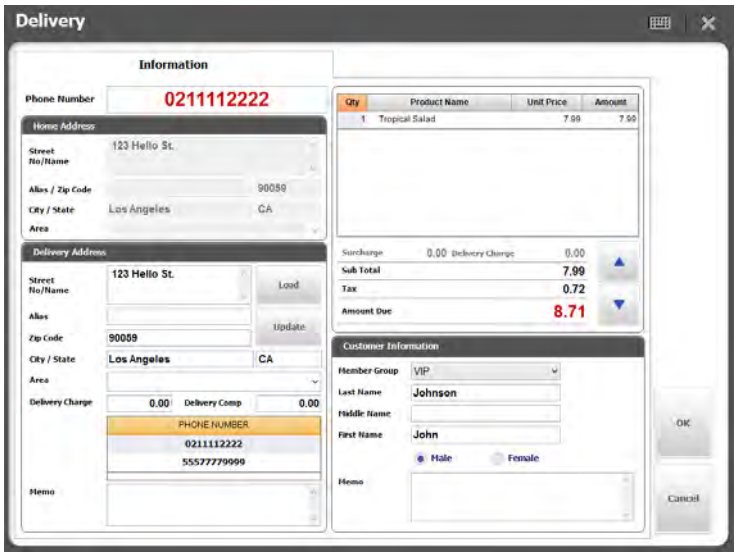
- **Order Order + Address:** Reprint order information and delivery address
- **Print Address:** Reprint delivery address.

- **Delete:** Delete order sheets.

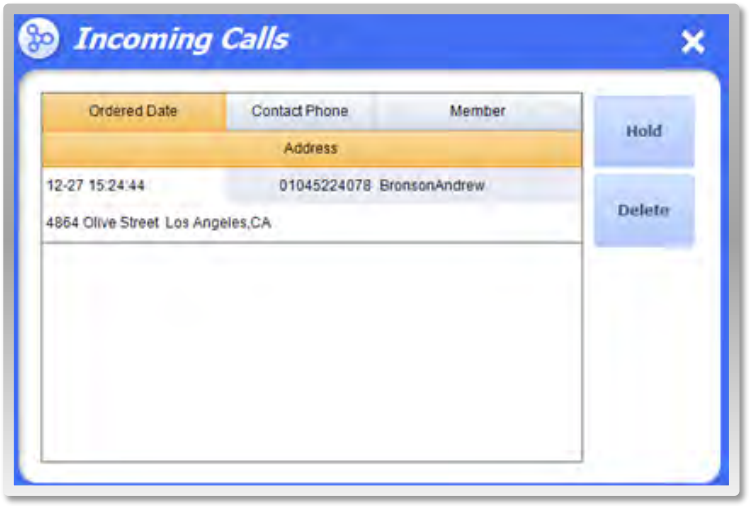
4. Delivery Hold List

➔ If phone call rings in while taking an order with Caller ID enabled, you put the call on *[Hold]*. The on-hold call information is saved and retrieved for order reception.

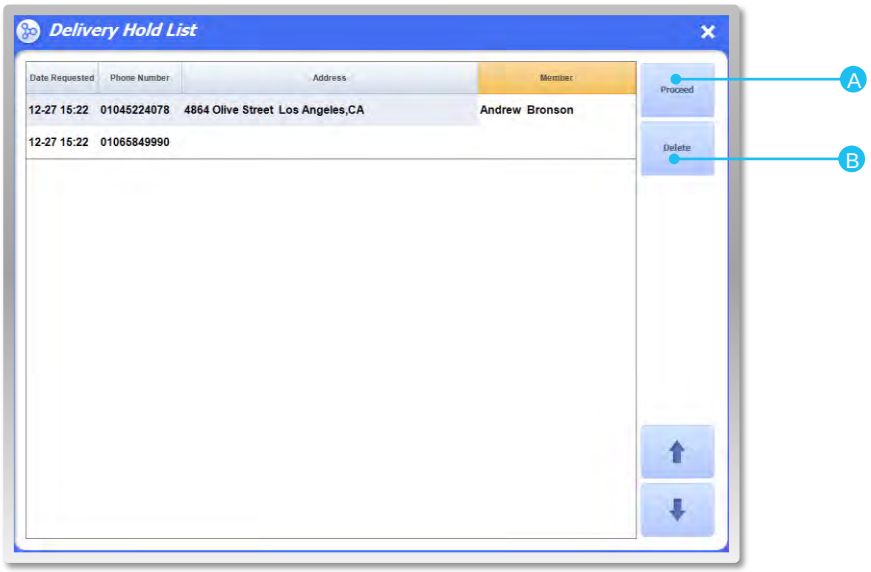
➔ When CID is idle, you can process order using delivery windows as follows:



If CID was being used for order processing, *[Incoming Calls] window pops up and the caller's information is on [Hold] temporarily*.



➔ [Delivery Hold List] handles orders from *[Hold]*.



A. **Proceed:** Activates *[Hold]* information and process the order.
B. **Delete**: Delete information on *[Hold]*

Order Settlement Procedures

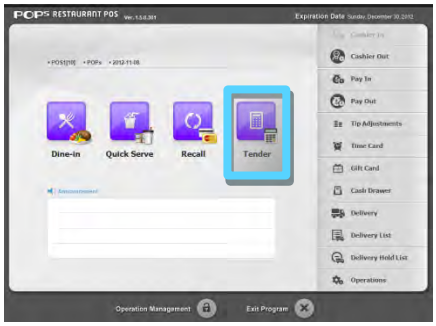
1. Order Sheet Selection

➔ In [Quick Serve] mode, it is easy to use settlement at Quick Serve order screen. See "D. Settling at Order Screen" described below.

In some case, orders from Quick Serve can be processed from Main Screen. See "A. Settlement from Main Screen".

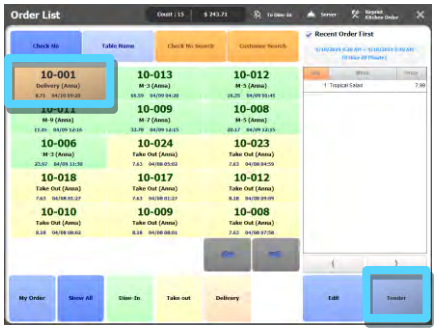
In Dine-In Mode, use "B. Dine In Basic Screen", "C. Dine-In Quick Settlement Screen" for settlement. You can either use "D. Settling at Order Screen" for changed or added orders.

1) Settling at Main Screen



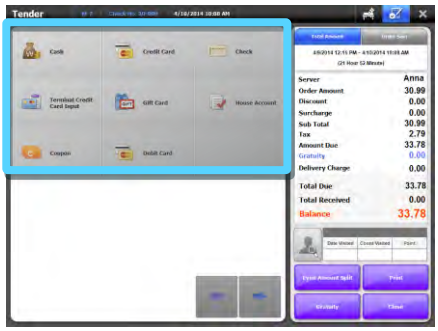
You can search orders and settle at Main Screen

Step 1 : Click ***[Tender]***.
(By your choice of settings, [Tender] can be hidden from the main screen, or put in function list.)



Step 2 : Select a check, and click "Tender" button.

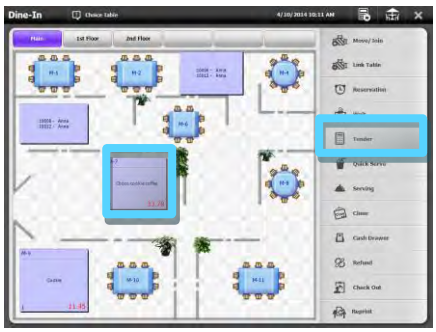
See [PART2 Basic Screen] – [Chapter10. Etc Function] – [12. Tender] for detailed information on Tender Screen.



Step 3 : ***[Tender]*** window pops up.
Select tender type and proceed payment.

See [PART2. Basic Screen] – [Chapter 9. Settlenemt Screen] for details.

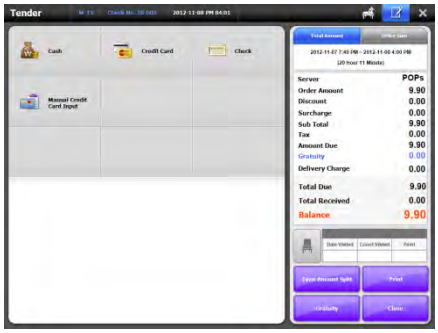
2) Settling in Dine-In Basic Screen



This is to Settle directly from Dine-In table screen.

Step1. Click the *[Tender]* function button, and then select a table which is occupied.

(*[Tender]* button might not be shown by setting your preferences.)



Step2. When the *[Tender]* screen is shown, select a tender type, and then proceed payments.

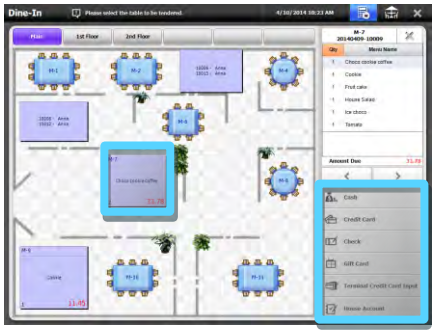
See [PART2. Basic Screen] → [Settlenemt Screen] for details.

3) Settling in Dine-In Quick Settlement Screen

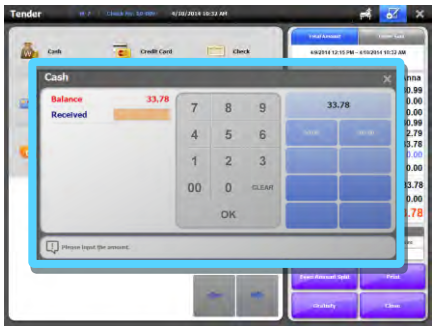
You can quickly settle with Quick Settlement in Dine-In Mode. You can select the tender type that is frequently used.

Step 1 : Click icon at the Dine-In Table Screen. The screen changes to Dine-In Quick Settlement.

See. [PART2. Basic Screen] – [Chapter 7. Dine In Screen] – [2. Quick Settlement Screen] for details.



Step 2 : Click a table that has an order, and select tender type.



Step 3 : If you select "Cash" as a tender type, cash widnow pops up.

4) Settling from Order Screen

You can process orders and settlement at the same time in this sceen.

Step1 : Place orders as usual, and then select one of the tender types.

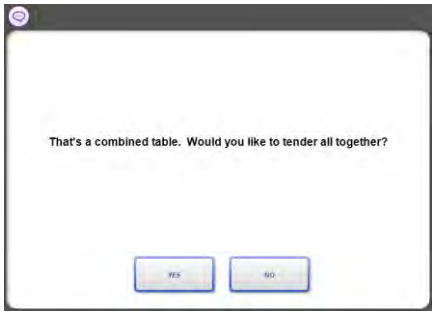
Step2 : If you select "Credit Card" as a tender type, Credit Card settlement window pops up.

5) Settling from Linked Table

There are additional ways of settling orders from the Table Screen.

From the Table Screen of the linked table group, you can accept tender all together for the table group.

Step 1 : Select the main table of linked tables, and then select a tender type.



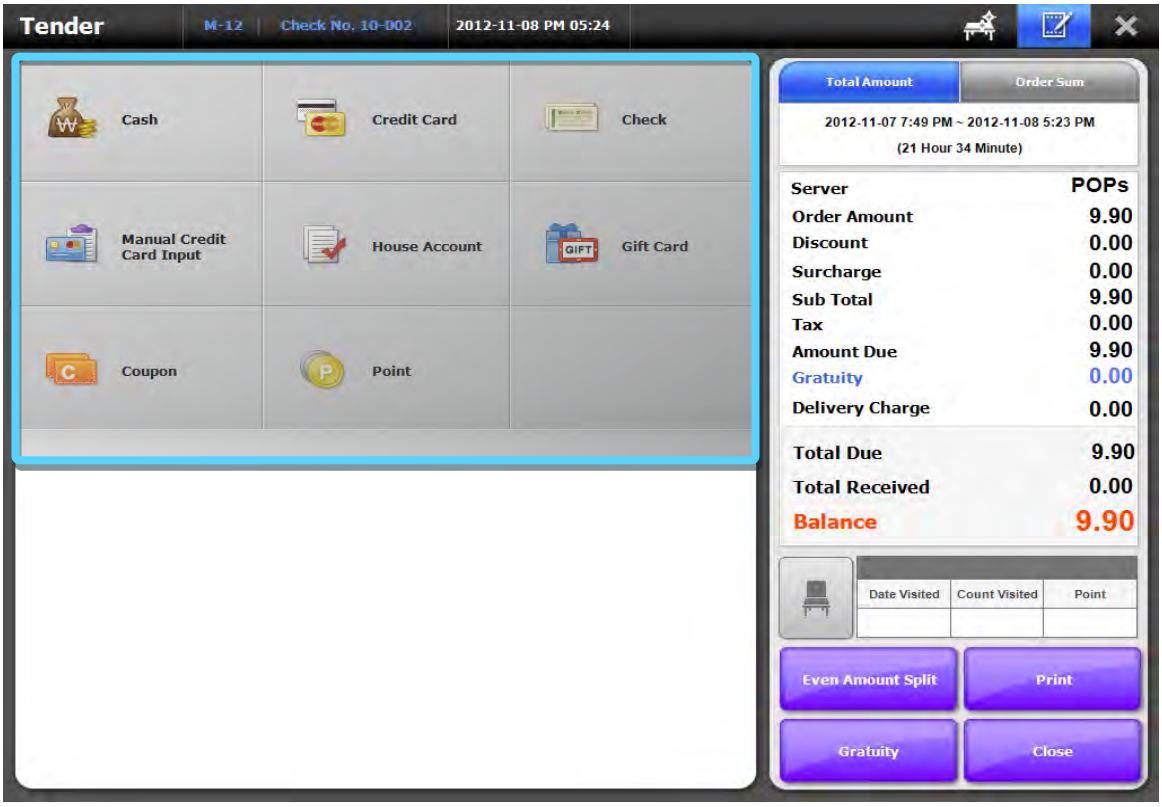
Then, it will ask you whether you want to process the checks all together.

Step 2 : If you have chosen to process as all together, it will display order information for each linked table as the image on the left side.

When you click *[Combine & Tender]* button, the linked orders of each table will be combined together, and then it displays the tendering screen that was selected by you.

2. Selecting Tender Type

As of the current version, there are nine tender types, but only eight of them can be displayed on the Tender Screen.



➔ For detailed information on Tender types, refer to Chapter9. Settlement Screen – 2.Settlement Type Section .

- Cash: Select *[Cash]* ***for*** Cash settlement.
- Credit Card / Terminal Credit Card Input: For Credit Card, select one of two as follows:
  - If the POS authorizes credit card, select *[Credit Card]*.
  - If a separate terminal is used, select *[Terminal Credit Card Input]*
- Debit Card: Select this for tendering with a debit card.
- Check: If check is tendered, select *[Check]*: Please check if the amount on the back check is the same with total due.
- House Account: Please select *[House Account]* for a customer with membership, who need adjustment of account. House Account is managed and settled in separate functionality and the balance is verifiable.
- Gift Card: If the customer present *[Gift Card]* sold previously, select *[Gift Card*.
- Point: If a customer with memship wants to settle with his points, select *[Point]*
- Coupon: Select this for tendering with coupons.

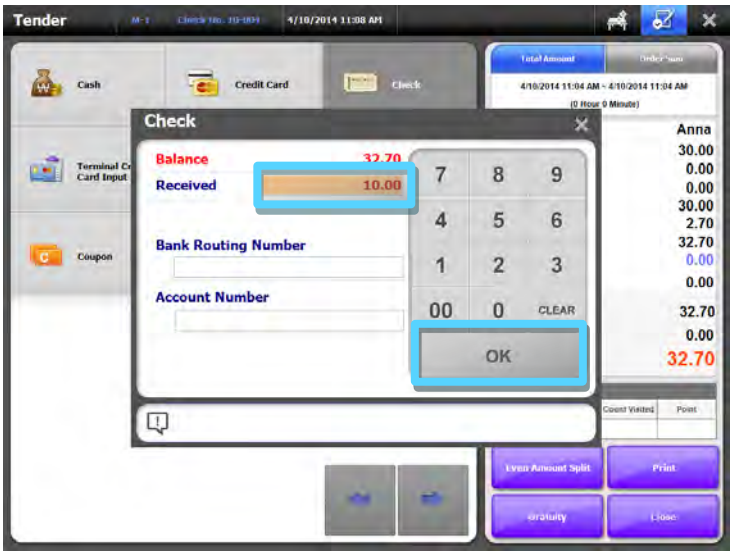
You can choose multiple tenders for a single payment.

Tip You can remove an unnecessary tender type.

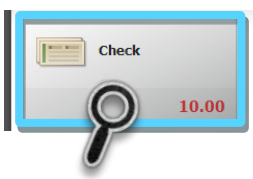
➔ The following section decribes how to settle with multiple tenders.

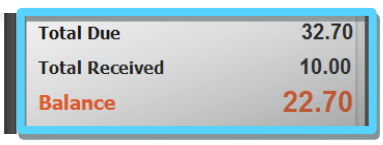
Ex) “Steve” wants to pay $32.70: $10.00 with Check, $20.00 with Cash, $2.70 with Credit Card.

➔ **Step 1 :** Select the tender type, *[Check]*, enter $10.00, and then click *[OK]*.



Confirm that Check $10.00 and the balance $22.70 are shown.





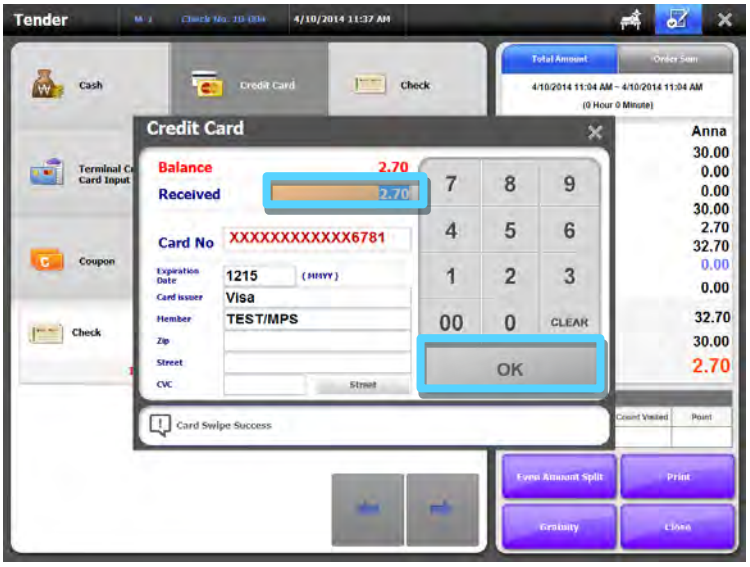
Tip If it remains in balance, *[Tender]* screen stays open.

In our example, the remaining balance is $22.70, so the tender screen waits for further payments.

Step 2 : Select the tender type, *[Cash]*, enter $20.00, and then click *[OK]*.

Confirm that Cash $20.00 and the balance $2.70 are shown.

➔ **Step 3 :** Select the tender type, *[Credit Card]*, enter $2.70, and then click *[OK]*.



Then the tender screen closes because there is no remaining balance to pay.

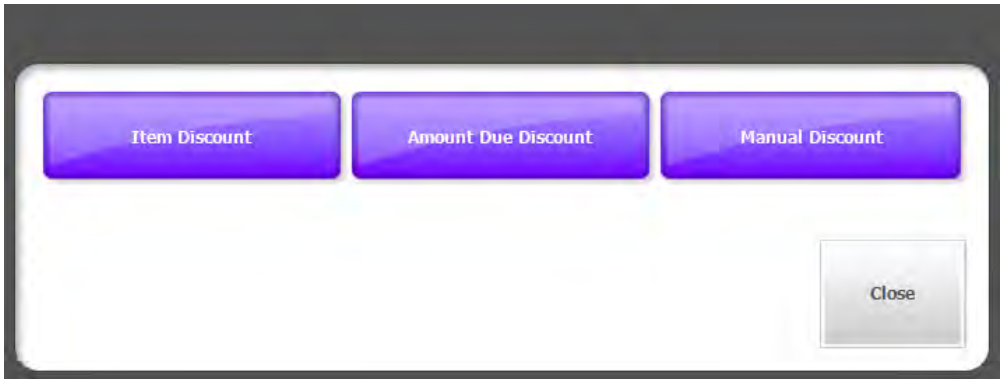
3. Discount

➔

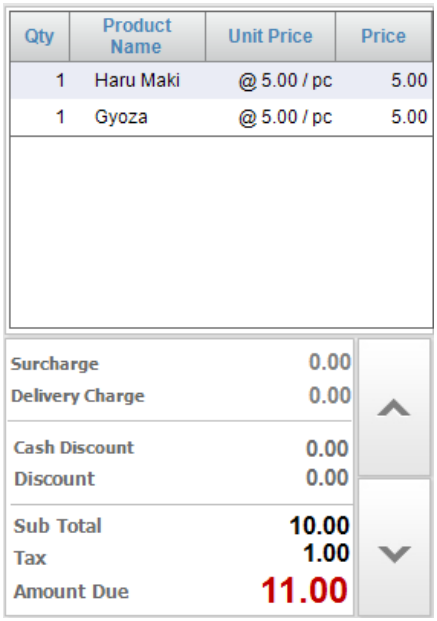
- There are three types of discounts. Item Discount, Amount Due Discount and Manual Discount
- Except [C. Manual Discount], applying multiple discount types is not allowed.
- Need to set up the standard of discount related to tax at *[Apply Tax before Discount]*.

Click [Discount] from *[Order Screen]*. A window for discount will pop up as follows:

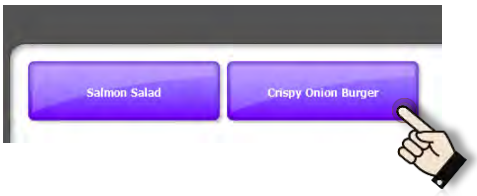
➔



1) Item Discount

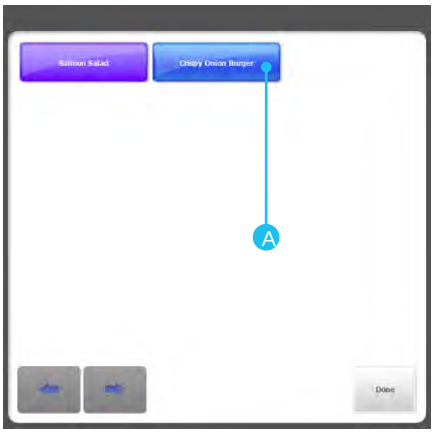


You can apply discount on each menu item.



Step 1 :
Click *[Item Discount]*, and choose an item to give discount.

Step 2 :
Select a pre-setted discount rate.



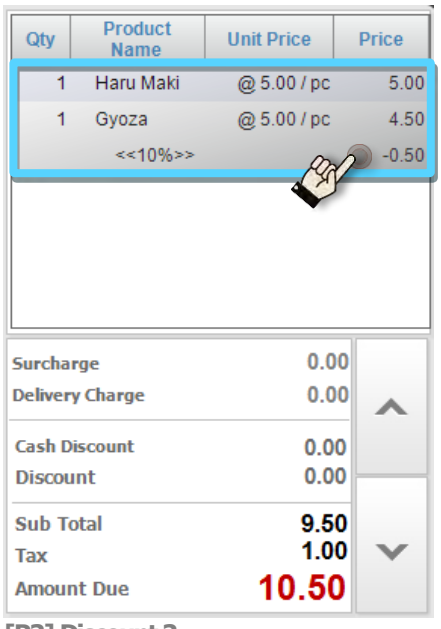
[P1] Discount 1

Step 3 :
Background color for the discounted menu changes to show that the discount is applied.

Click *[Done]*.

It is possible to add other items to apply further discounts.

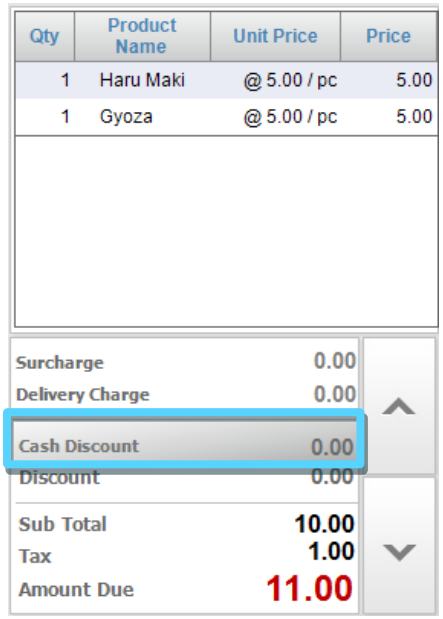
If you want to cancel the discount, click the menu again.



[P2] Discount 2

Step 4 :
You can see the discount applied from *[P2]*.

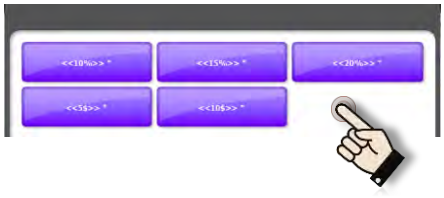
2) Amount Due Discount



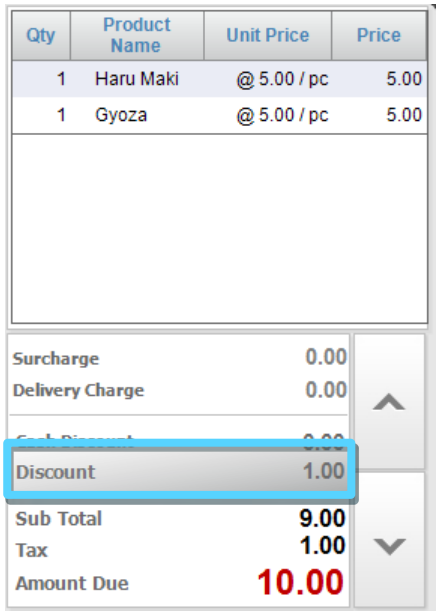
You can discount sub total or amount due. But this discount can not be used together with *[Item Discount]*.

Order information displays to the left hand side.

If you have chosen *[Apply Tax before Discount]* from tax option, [Sub Total] will be discounted. If not, [Amount Due] will be discounted.



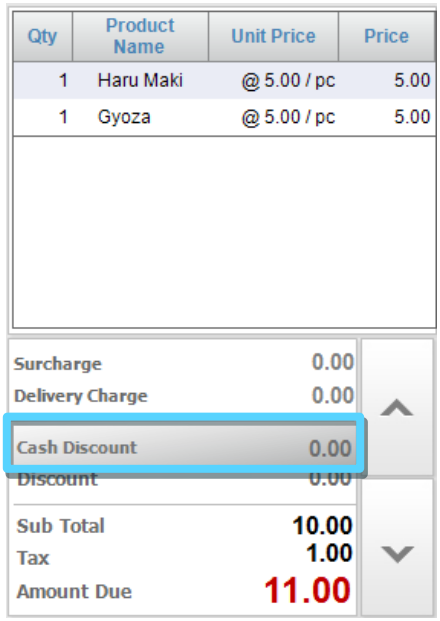
Step 1 :
Select a pre-setted discount rate.



Step 2 :
As seen in the picture, from subtotal of $10, $1 is discounted and displayed as $9.

If you want to cancel the discount click the item again.

3) Manual Discount

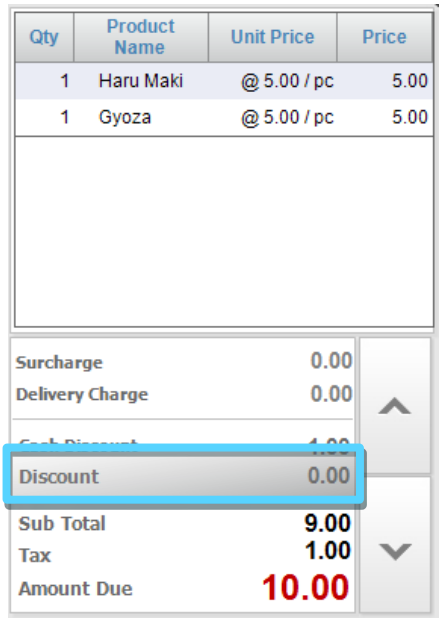


Manual Discount is applied to sub total or amount due. Manual discount is also applicable together with *[Item Discount]*

Order information is displayed on the picture.

If tax option is set to *[Apply Tax before Discount]*, *[Sub Total]* will be discounted. If not, the amount due will be discounted.

Step 1 :
Enter $1, and click *[OK]*.

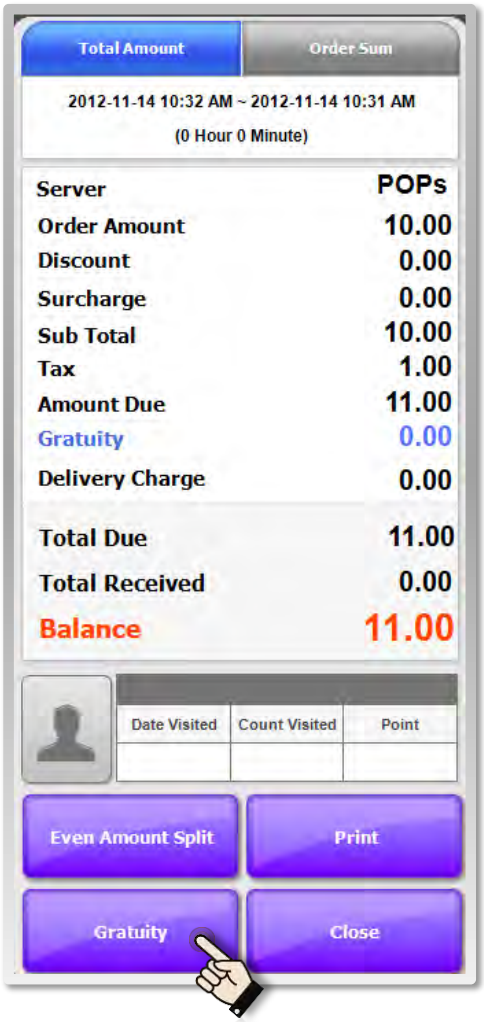


Step2 :
Discounted amount is displayed at *[Cash Discount]* box.

4. Gratuity

➔ You can add charges to the amount due
Manual input is set as below. But you can use automatic input through Settings.

➔ Order information is as follows:
Add 10% charge to [Amount Due] $11.



➔ **Step 1 :**
Click *[Gratuity]*.

➔ **Step 2 :**
Enter 10.00, and click *[%]*.
(It adds 10% of $11.)
Click [OK].

➔ When click *[Difference]*, changes on the received amount will be gratuity amount. If received $20, $11 of *[Amount Due]* will be subtracted and balance of,
($20-$11) = $9 will be gratuity.

Change Settlement

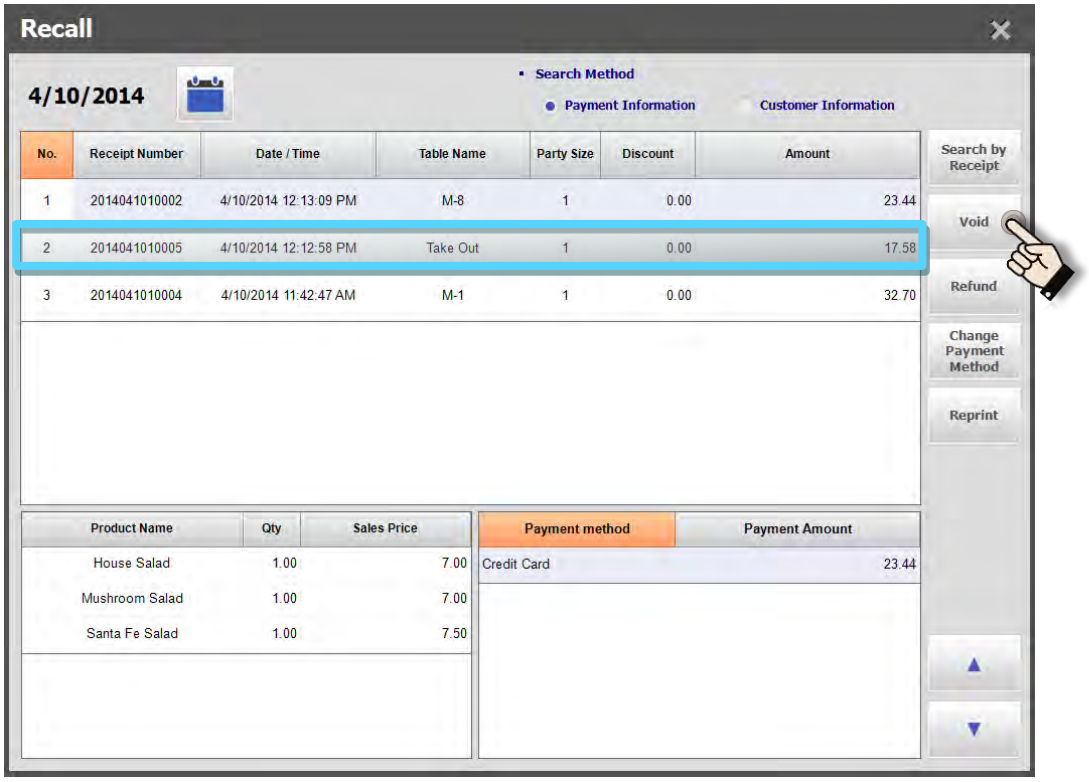
As it describes, it is used when cashier makes a mistake or customer's change of mind forces to change the settled transaction by Recall function.

See: *Chapter 10. Other Functions – 11. Recall*

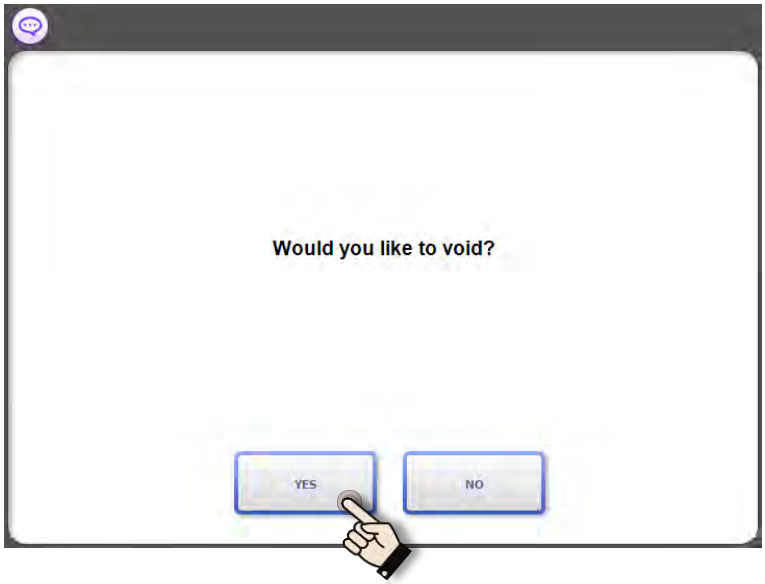
1. Void

➔ Use this to cancel the paid order. It does not delete the order but create an offset order. Once you void the order, it is not allowed to do "Void", "Refund", or "Change Payment method" from Recall.

➔ **Step 1 :** Select an order to be voided, and then click *[Void]* button.

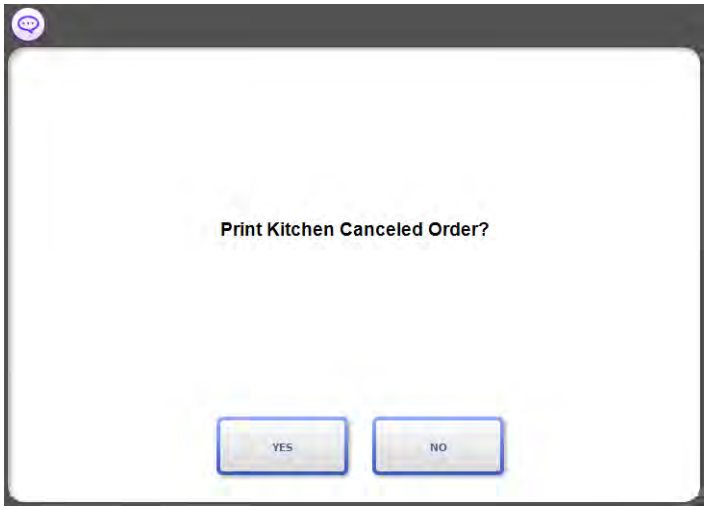


➔ **Step 2 :** Click *[YES]*.

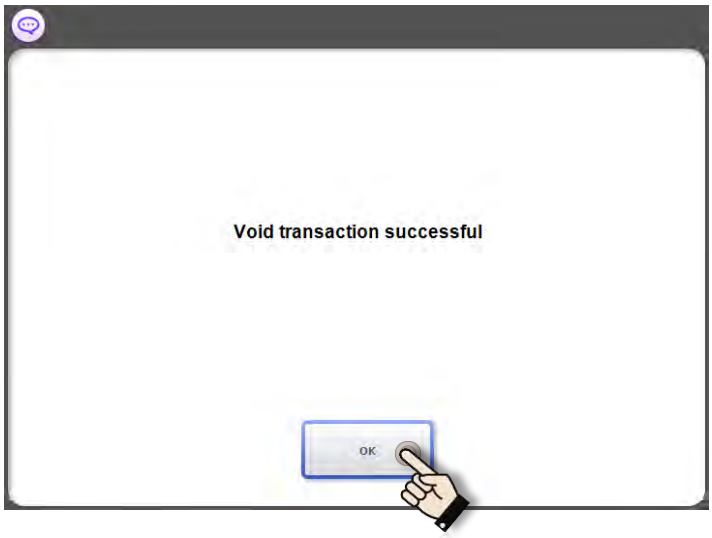


➔ **Step 3 :** Enter a reason or note for Void.

➔ **Step 4 :** Select whether to print voided order to the kitchen.



➔ **Step 5 :** Void is completed. Click *[OK]* .

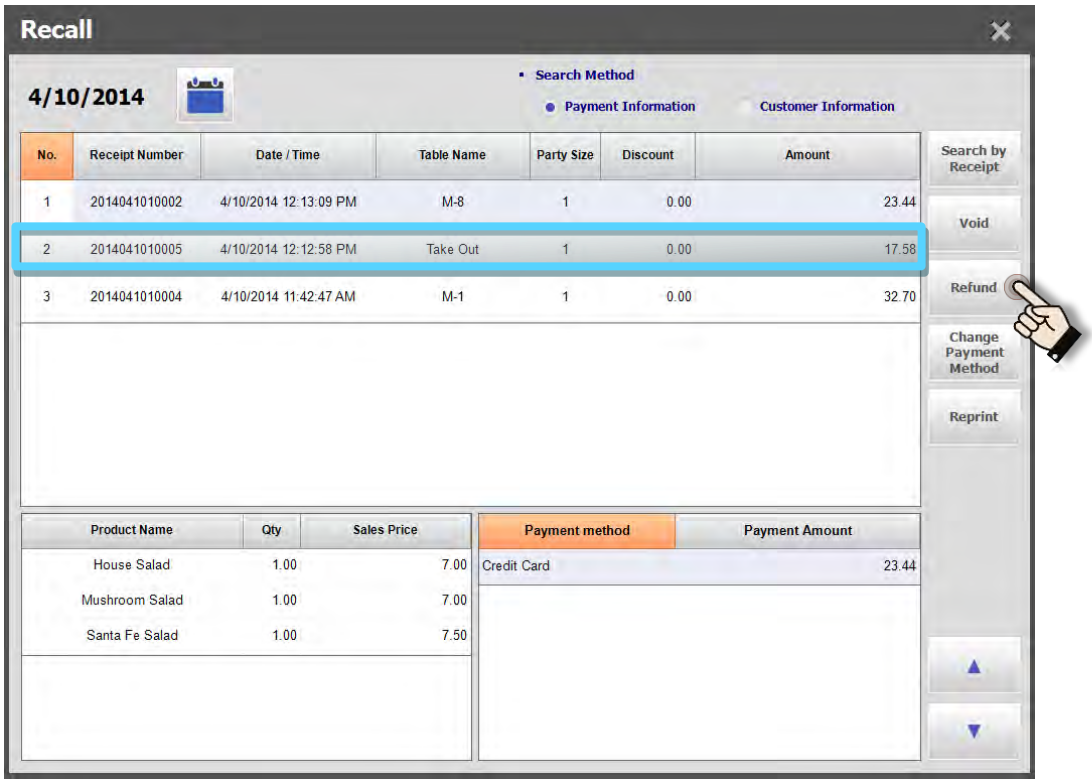


Tip It performs Void, and creates an order with negative amount equivalent to offset the void amount.

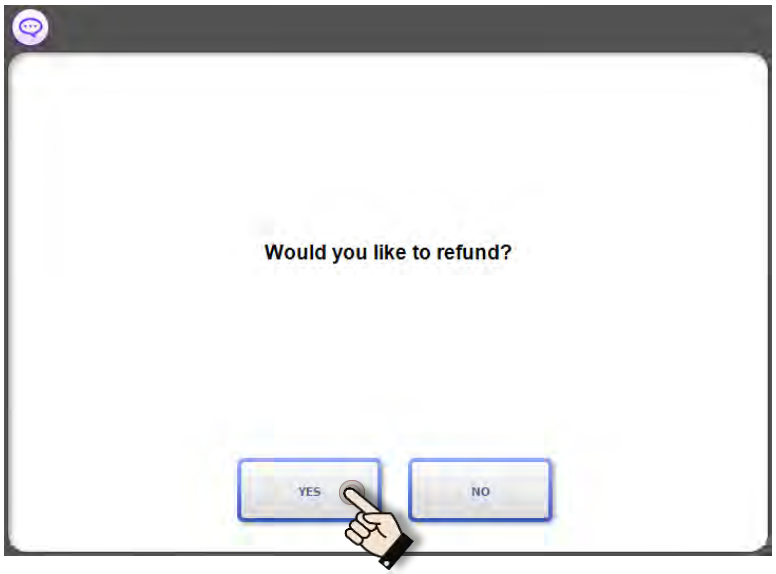
2. Refund

➔ This is the function to cancel payment partially or all. It does not delete paid transaction but substract items from order sheets. Refunded transactions are not recallable. Thus, "Void", "Refund", and "Change Payment method" are no more possible after refund.

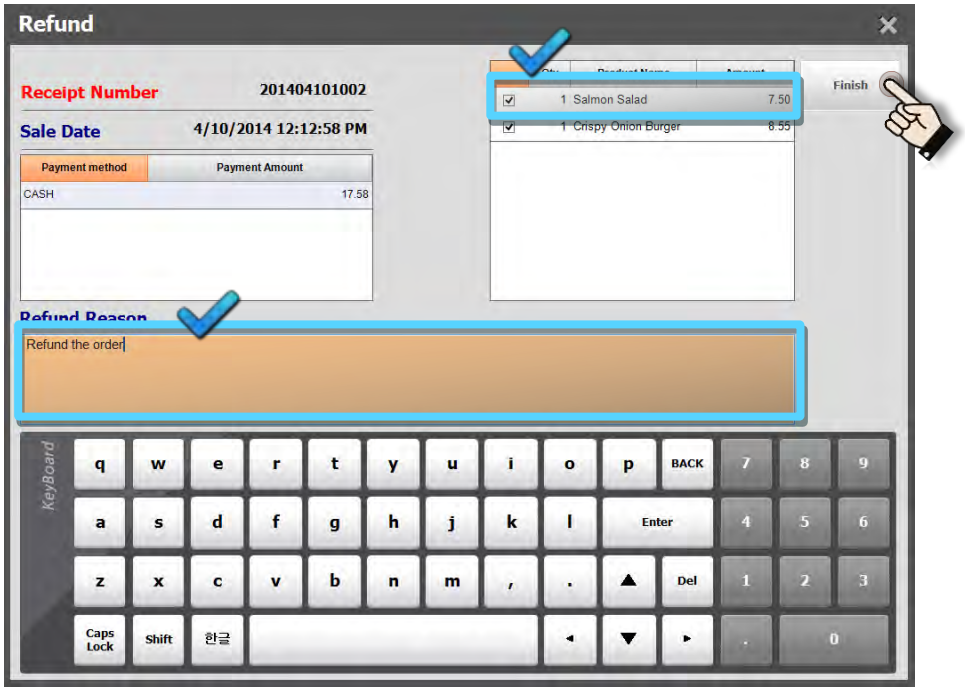
➔ **Step 1 :** Select a menu item to refund, and click *[Refund]*.



➔ **Step 2 :** Click *[YES]*.

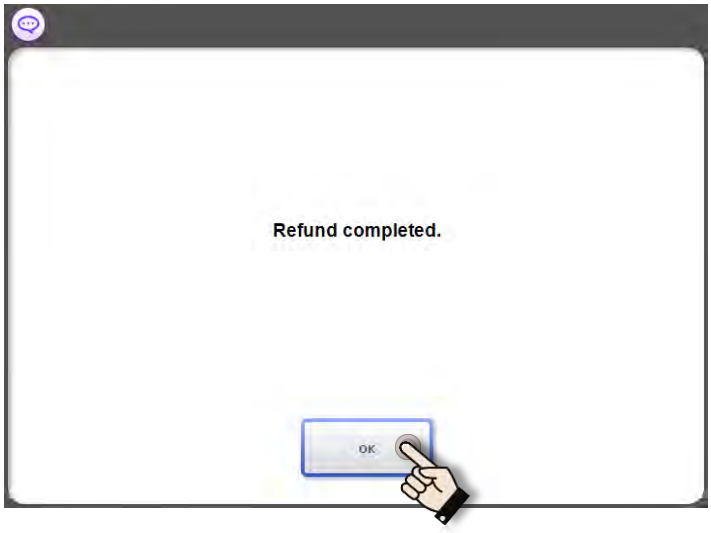


➔ **Step 3 :** Select a menu item for refund, enter a reason for Refund, and then click *[Finish]* .



➔ **Step 4 :** Screen switches to the settlement window.
Select proper payment method.

➔ **Step 5 :** Refund is completed. Click *[OK]*.



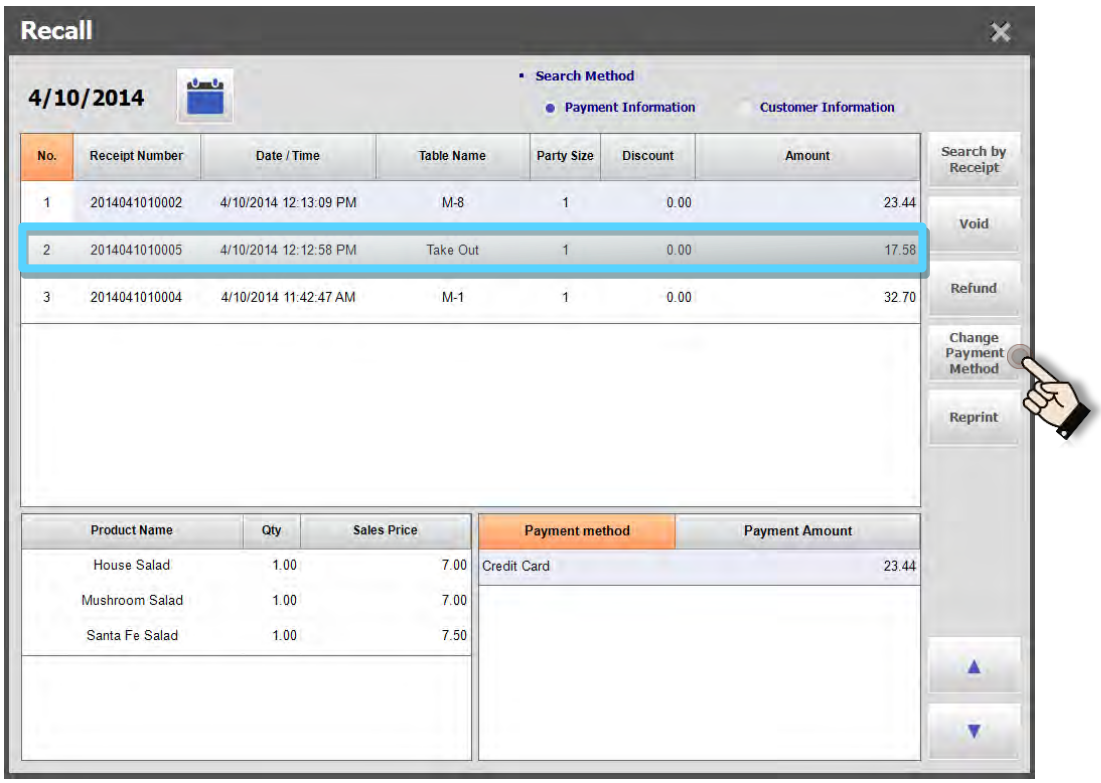
Tip

1) There is no significant difference between *[Refund]* and *[Void]*
2) While *[Void]* cancels the whole order, *[Refund]* cancels the individual items.

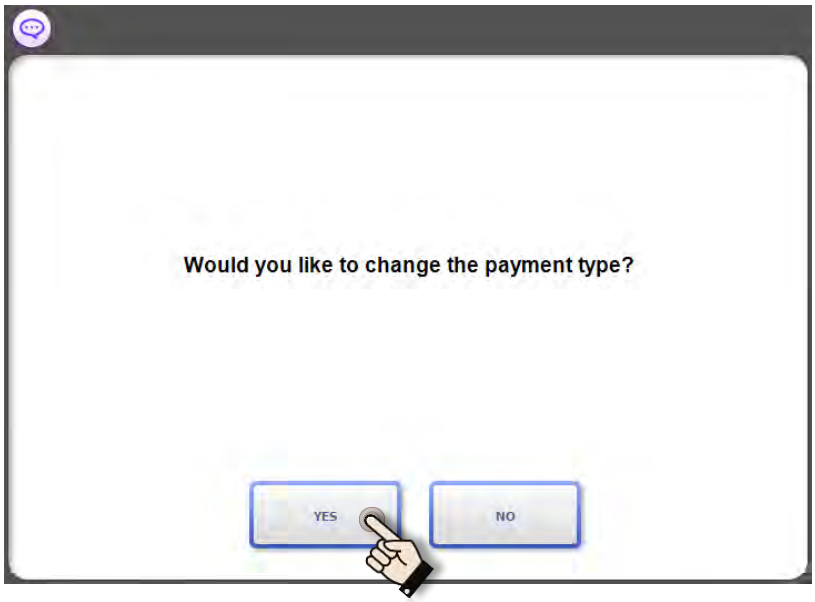
3. Change Payment Method

➔ It changes tender types for the orders that were already settled out.

➔ **Step 1 : S**elect a receipt from the "Recall" screen, and click the *[Change Payment Method]* button.



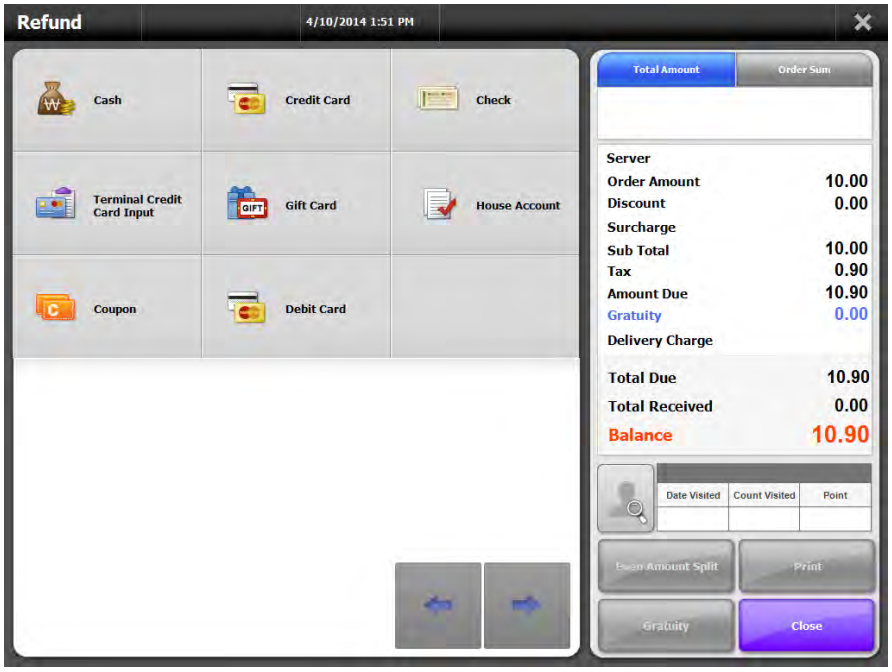
➔ **Step 2 :** Click *[YES]*.



➔ **Step 3 :** If the order got paid by multiple tender types, you will see the screen as follows. In this case, select a payment that you want to change the payment type.

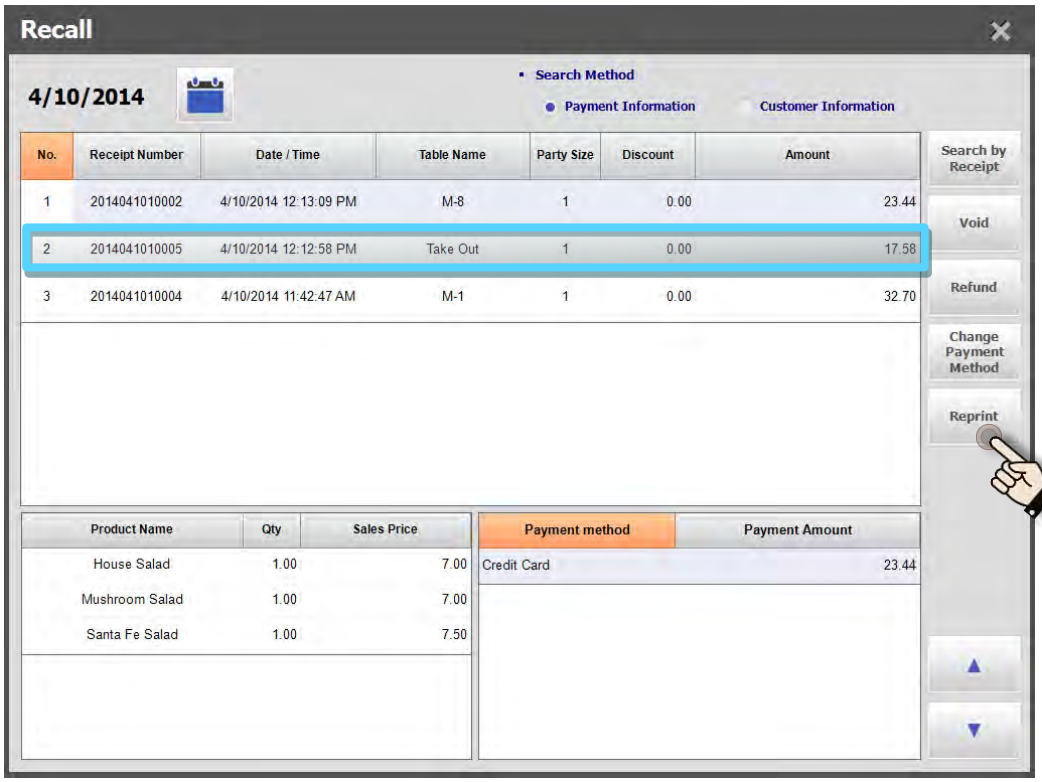
NOTE: This screen will not be displayed for the order that was paid with a single tender type.

➔ **Step 3 :** Select settlement method.



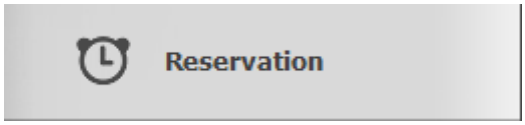
4. Reprint

➔ Select an order, and then click *[Reprint]* button.

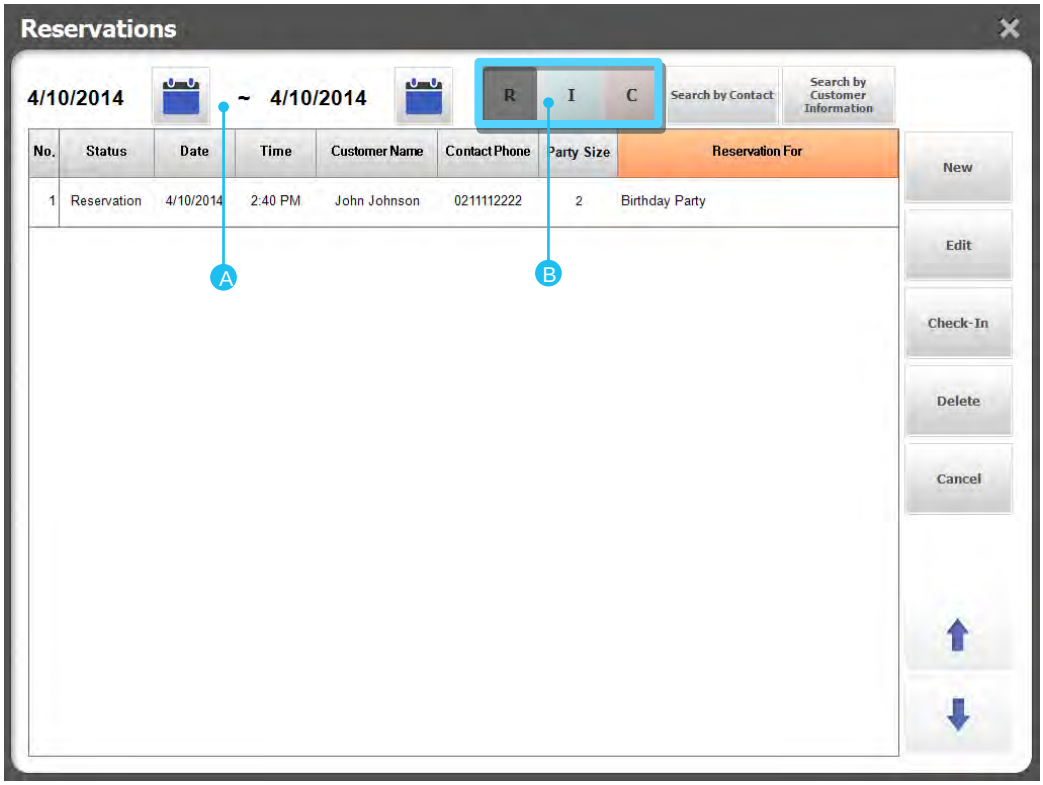


Hostess Procedures

1. Reservations



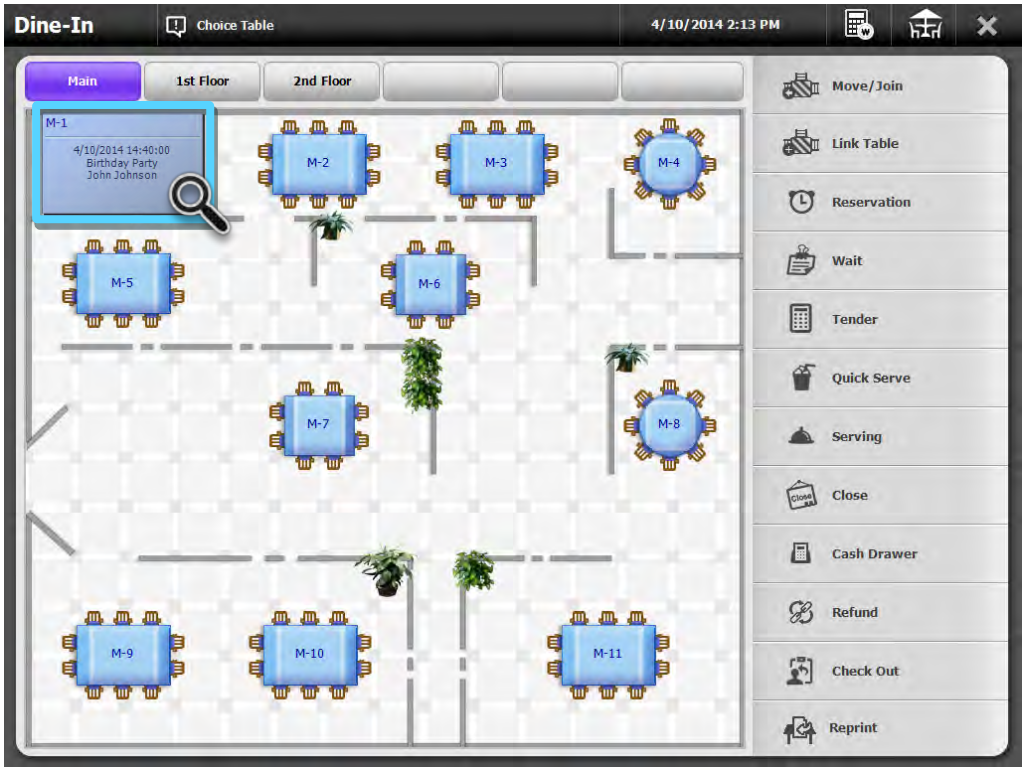
➔ This is the function exclusively for Dine-In service. Customers can make a reservation with specified table and time. It manages *[Reservation]*, [*Check-In]*, and *[Cancel]* together.



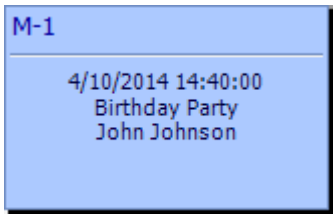
- Reservation Management Screen – displays current reservations.
- **(A):** Dates for searching reserved orders.
- (B): [R], [I], [C] Status Buttons
  - **[R]**: Reserved
  - **[I]**: Checked-in
  - **[C]**: Cancelled
  - You can choose multiple status buttons.

- *[Search By Contact]*: Search by phone number.
- *[Search By Customer Information]*: Search by customer information stored in the database.

➔ The reservation can be confirmed by the information on the table.

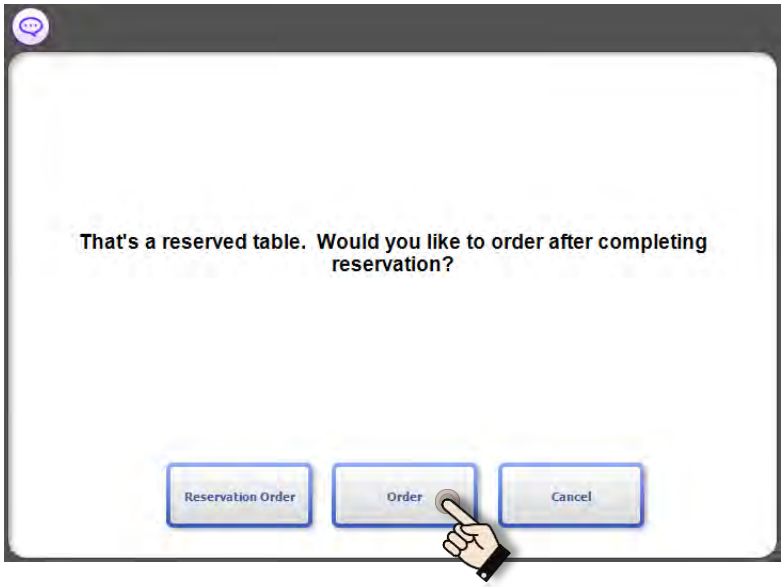


➔ The reserved table begins to display reservation information one hour before the reserved time.



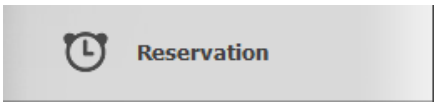
- Table: M-1
- Reserved Time: 4/10/2014 14:40:00
- Reservation Title: Birthday Party
- Reserved by: John Johnson

The reserved table can be seated by unreserved customers during non-reservation time. In this case, a message window pops up as below. Click *[Order]* to proceed with order for non-reservation customers.



NOTE: If a customer doesn't check-in until the reserved time, the table will change to red as follows:

1) New Reservation



Step 1 :
Click the [Reservation] function button from the Dine-In Table Screen.

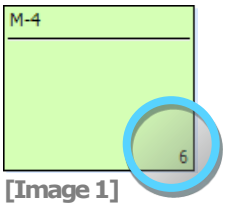
Step 2 :
Enter reservation information, and then click *[Finish]* .

Label Explanation		
No	Name	Description
1	Reservation For	Enter event name.
2	Customer Name	Enter the name of the contact. For registered member, click *[Customer]* button to search.
3	Contact Phone	Enter phone number of contact person.
4	Party Size	Displays number of persons.
	Adult	Enter number of adults
	Children	Enter number of children
	High Chair	Enter number of persons who need a high chair
	Wheel Chair	Enter number of persons who need a wheel chair.
5	Reservation Date	[...] Enter reservation date.
6	Reservation Time	[...] Enter reservation time.
7	Description	Enter other necessary information.

Step 2 :
To designate a table for the reservation, click *[Table Selection]*.

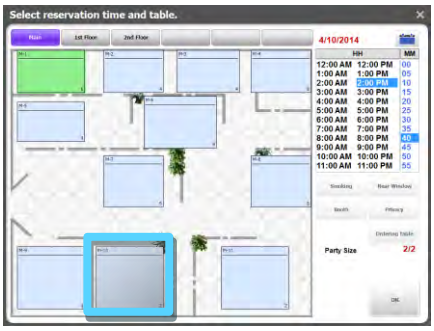
Step 3 :
Reservation and Table assignment can be excuted at once.

When you enter reservation information with "Party Size", the table that suits for the number will blink.



[Image 1]

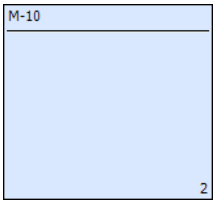
[Image 1] illustrates the maximum number that the table accomodates.



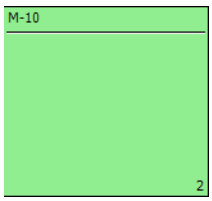
[Image 2]

Step 4 :
Select reservation time and table, and then click *[OK]*.

[Image 2] shows that the table M-10 got reserved at 3:50 pm. The table's layout is changed.



[Before Assigning Time]



[After Assigning Time]

Tip

1) When you reserve more than two tables. Just click them all.
2) Tables with existing reservatiion can not be selected.

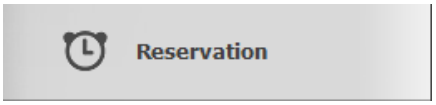
Step 5 :
Confirm reservation details at "Step4", and click *[Finish]*.

[Image 3]

[Image 3] displays reservation information.

2) Modifying Reservations

When a customer wants to change reservation information or there is a mistake in reservation, the reservation information needs to be modified.



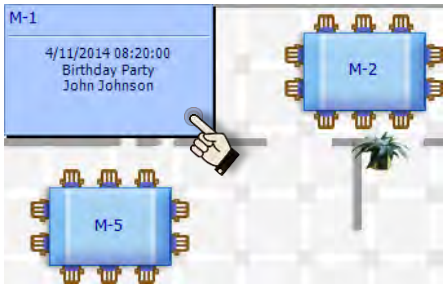
Step 1 :
Click the [Reservation] function button from the Dine-In table screen.

Step 2 :
Select a reservation, and then click *[Edit]* button.

Step 2 :
Reservation information widnow pops up. Enter necessary information, and click *[Finish]* button.

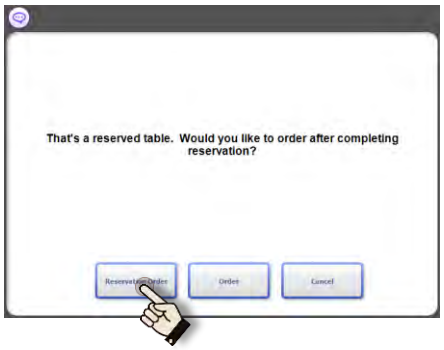
3) Check-In

When a reserved customer arrives, need to check-in and manage the status of reservation.



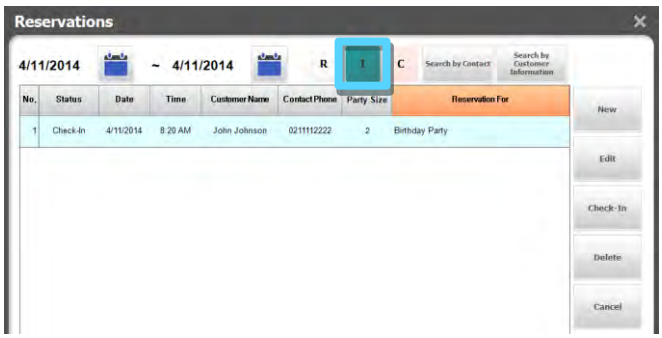
[Auto Check-In]

Step 1 :
Click the reserved table.

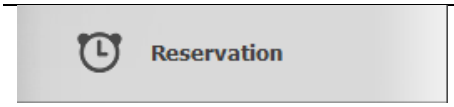


Step 2 :
Click *[Reservation Order]*.

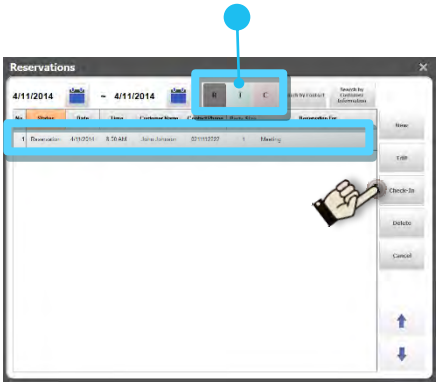
Step 3 :
The screen switches to the Order Screen. Place orders as usual. This order is reserved, and recorded automatically as "Check-In" in status.



Tip If you click *[Order]* instead of *[Reservation Order]* from Step2 above, it is an order for non-reserved customer, who can use the table before the reserved customer arrives. The reservation information for the table is still kept.

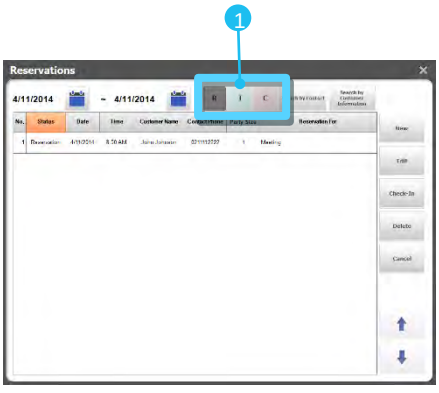


Step 1 :
Click *[Reservation]* button from the Table Screen.



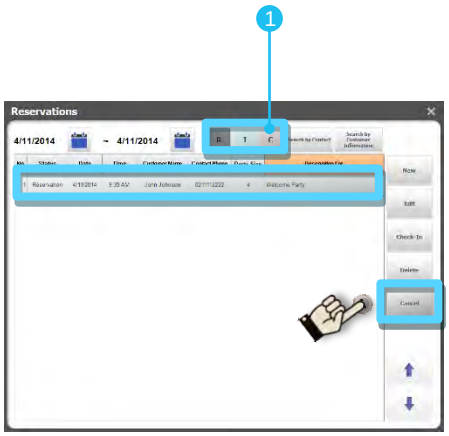
Step 2 :
Selerct a reservation, and click *[Check-In]*

Step 3 :
Click *[Yes]*.



Step 4 :
Click [I] button (❶) to see the list of reserved orders that are already checked-in.

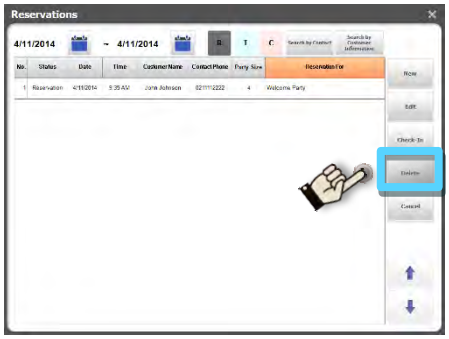
4) Canceling and Deleting Reservation



[Cancel]

Select a reservation, and then click the *[Cancel]* button.

To view the cancelled reservations, click [C] button.



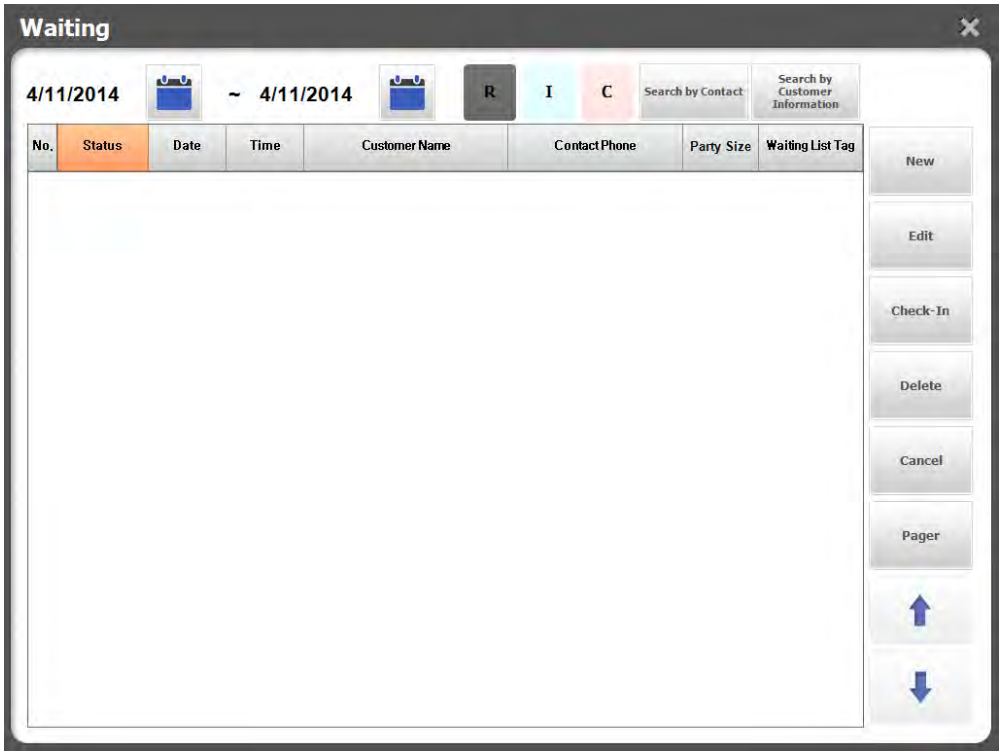
[Delete]

Click *[Delete]* button to delete reservations. The deleted ones cannot be searched.

2. Wait

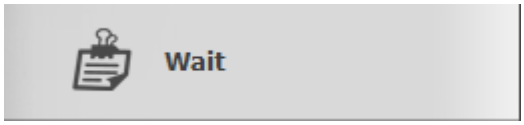
➔ This is the function to make customers wait for the seats. When tables become available, the customers can be invited to the tables.

[Wait] function is similar to *[Reservation]*, and uses common processes internally.



[Image 1] Waiting Customer Management Screen

Here, you can search and select customers who are waiting for seats, and guide them to the available tables in order.



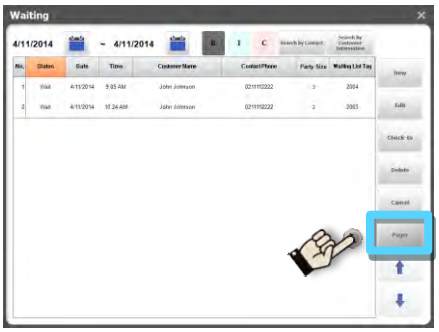
To access to the "Waiting" screen as above, click *[Wait]* function button from the Dine-In table screen.

1) Registering to Wait List

Click *[New]* button from the "Waiting" screen, and enter customer' s information who waits for a seat.

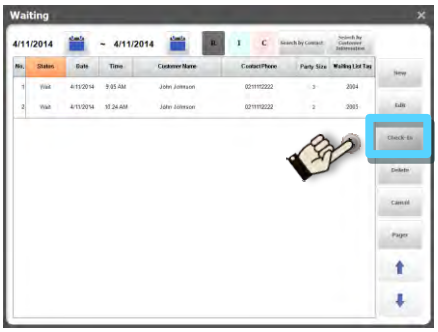
- If pagers are used , enter a pager number, and let the customer carry it.
- If pagers are not used, "Waiting List Tag" will be printed out. Let the customer carry the tag.

2) Call and Check-In



Step 1 :
Select a customer, and click *[Pager]* button.

- It calls the pager.
- You may not use pager. Instead, use Waiting List Tag to call customers.



Step 2 :
Call the customer with caller pager, and receive the pager back.

Help the customer check-in by clicking *[Check-In]* button, and assign an available table to the customer.

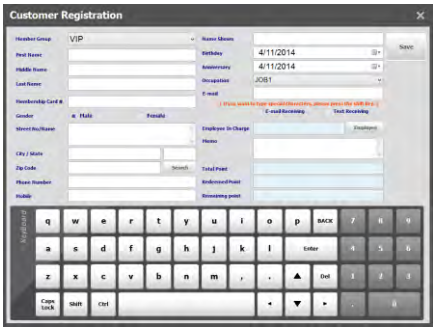
Customer Procedures

Customer procedures describe membership management .

Membership management covers member information, member point management, birthday coupon, etc. This service enhances customer services and boost store sales.

1. Membership Registration & Search

Step 1 :
Click *[Operation → Customer → Membership Management],* and perform registration or search a member.



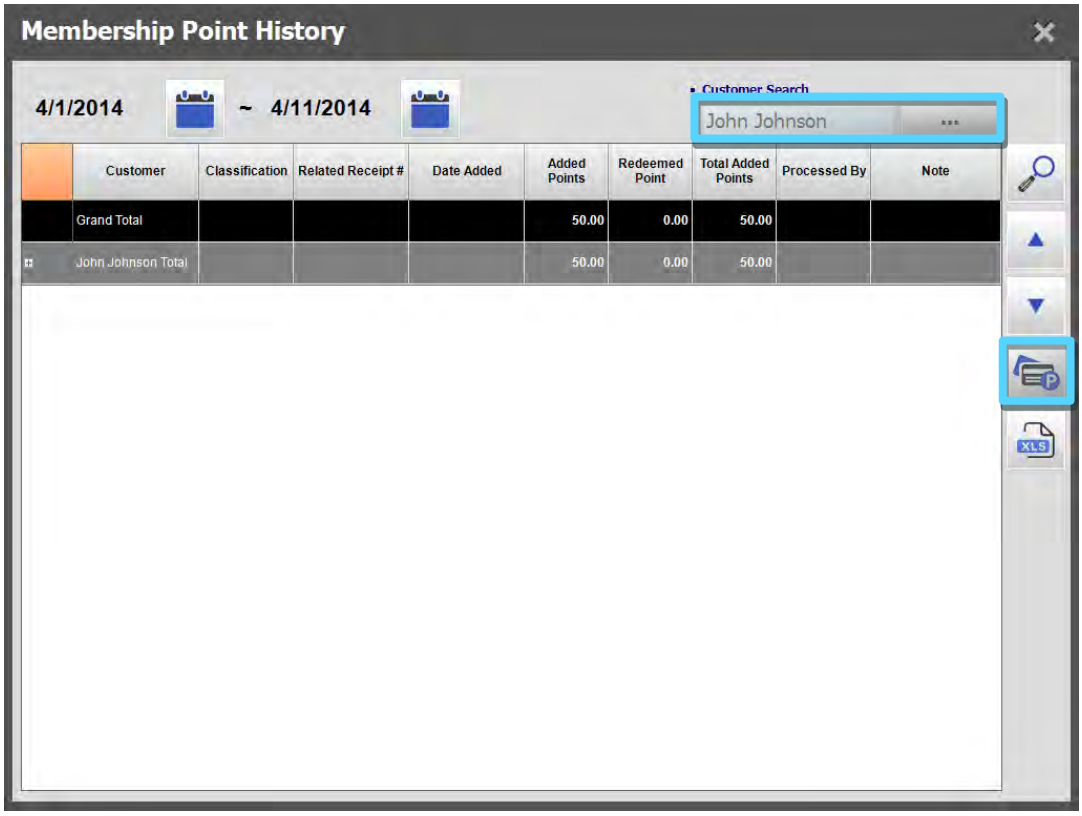
Step 2 :
From *Operation → Customer → Membership Management,* Click *[New]* and register a member, or click *[Edit]* to modify the member's information.

Enter membership card number for exiting member, or enter phone number for new member .

2. Opening House Account

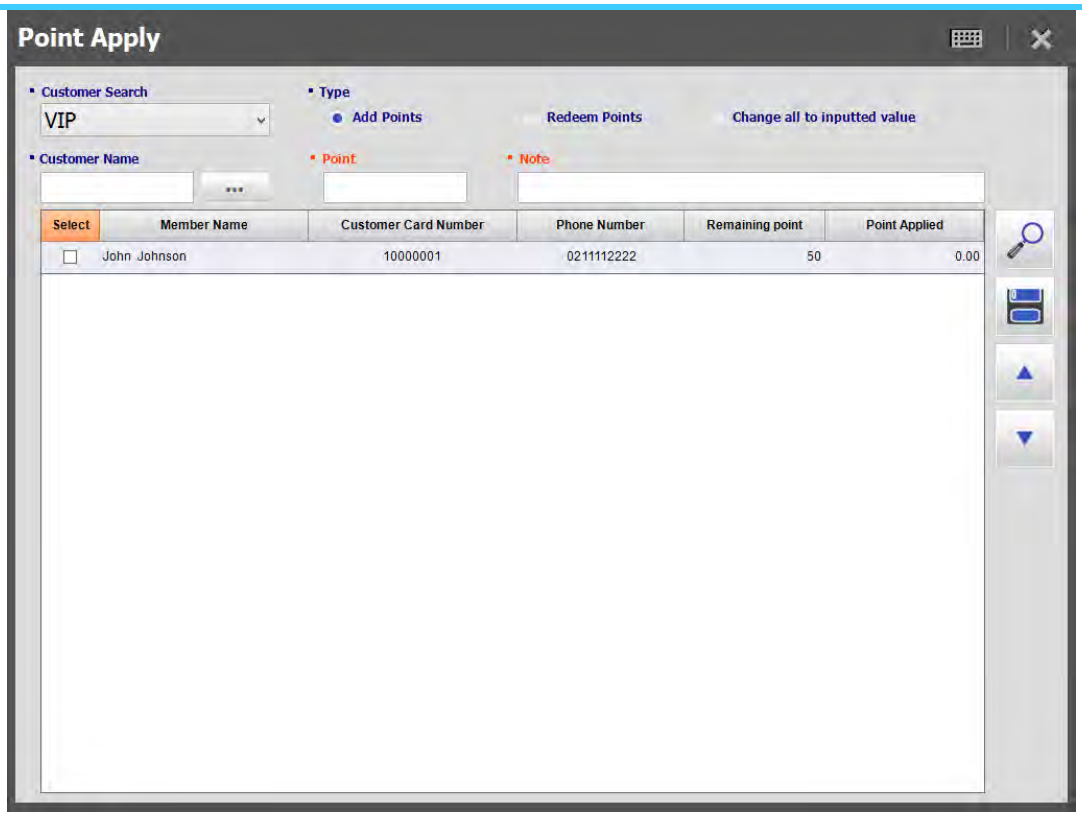
➔ 1) Create membership.
2) Order menus.
3) Do payments with the "House Account" tender type.

3. Adding Initial Point to New Member



Step 1: Click "Membership Point History" at Operation → Customer.
Step 2: Select a customer.

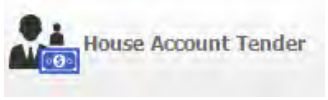
Step 3: Click button.
Step 4: When "Point Apply" screen displays as below, fill out the form with required information



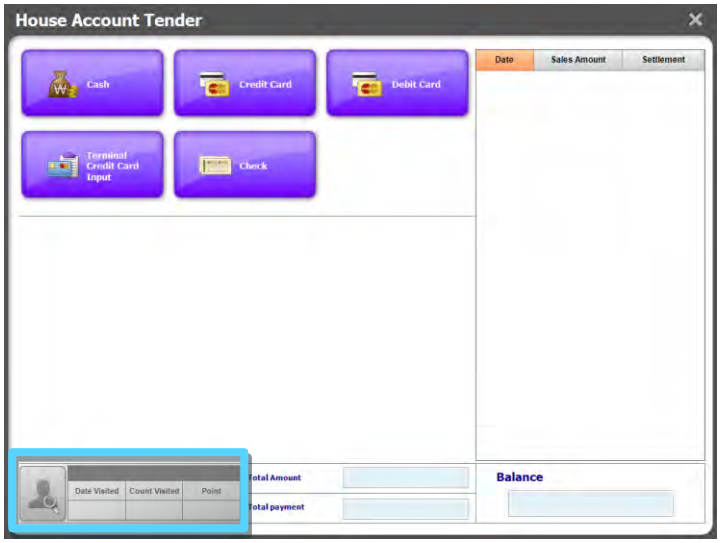
Step 5: Click button to save information.

4. House Account Settlement

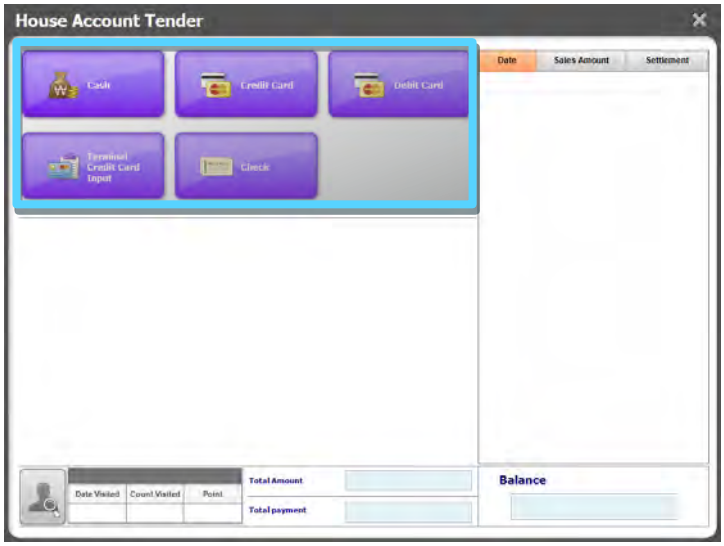
Step 1: Click the "House Account Tender" button at Operation → Customer.



Step 2: Search a customer by clicking the area inside the blue rectangle.



Step 3: Select one of the tender types, and do settlement as usual.

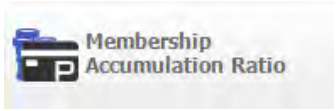


5. Point Settlement

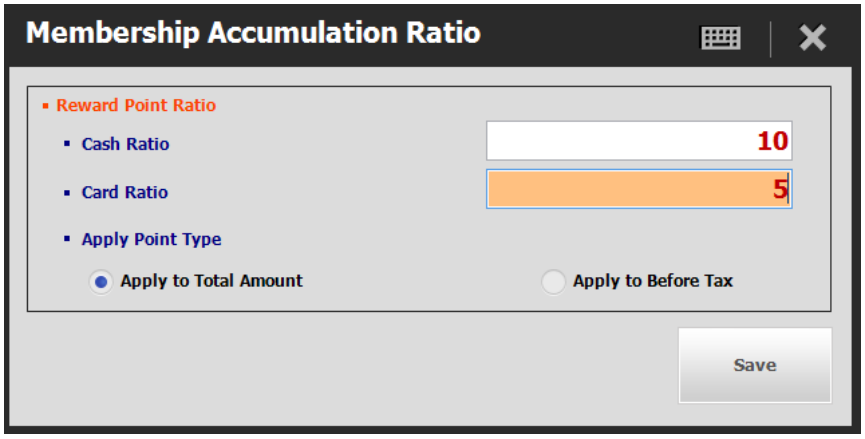
➔ This function is used for settling with saved Points . You can enable point settlement from Operation Management. The saved points are subtracted by settlement with . Settlement details can be seen from History.

To enable points accumulation:

Step 1: Click "Membership Accumulation Ratio" button at Operation → Settings → Store



Step 2: Setup the point ratio, and then click *[Save]* button.

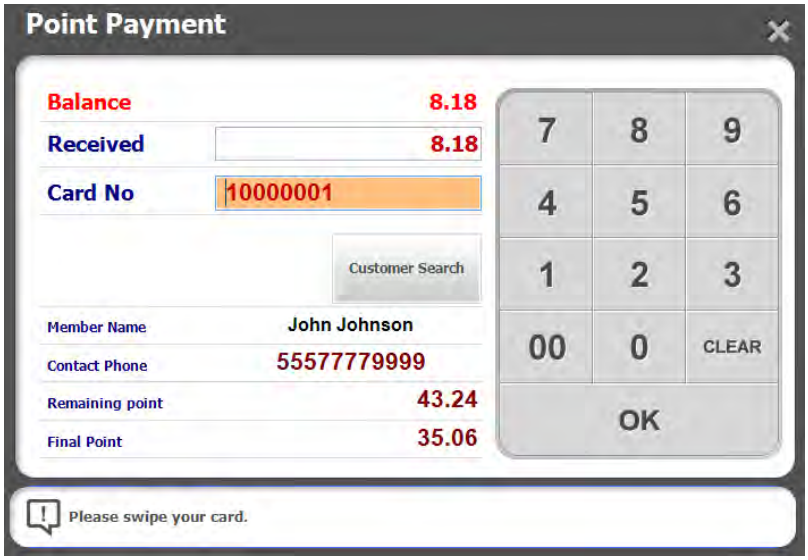


To consume the points:

Step 1: Place an order as usuall.
Step 2: Select a customer.
Step 3: Click *[Tender]* button.

Step 4: Click the tender type, *[Point]*.

Step 5: Fill out the "Point Payment" form, and then click *[OK]* button to finish up the tendering with the points.



Gift Card Procedures

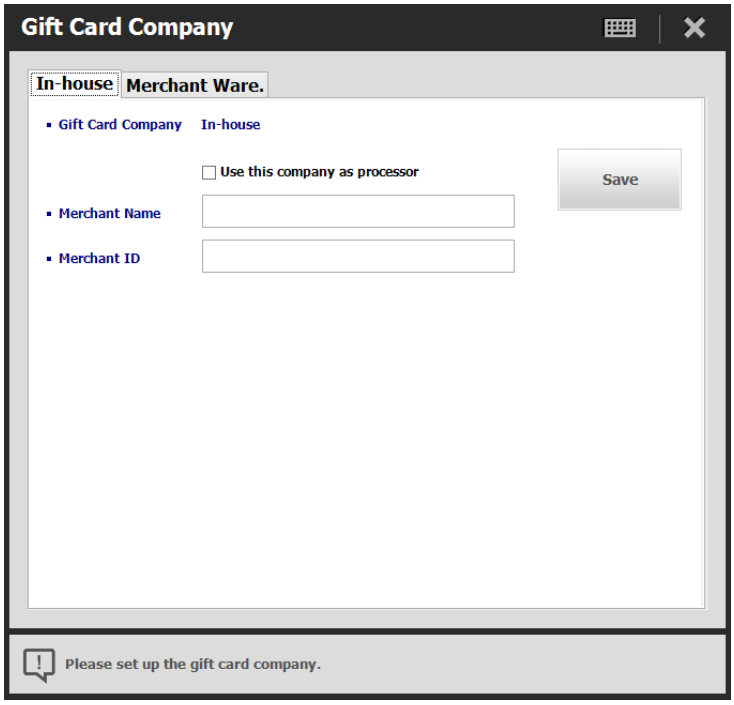
As of the date of this manual is written, there are two gift card processors: 1) POSBank (in-house) and 2) Merchant Warehouse (MW).

You can sell gift cards and accept them as a type of tender. It works like a prepaid Card. Processing GIFT Card includes New, Charge, Disposal (in-house), Tender and Search (in-house). For charge and disposal, Gift Card information should have been registered first.

1. Selecting Gift Card Processors

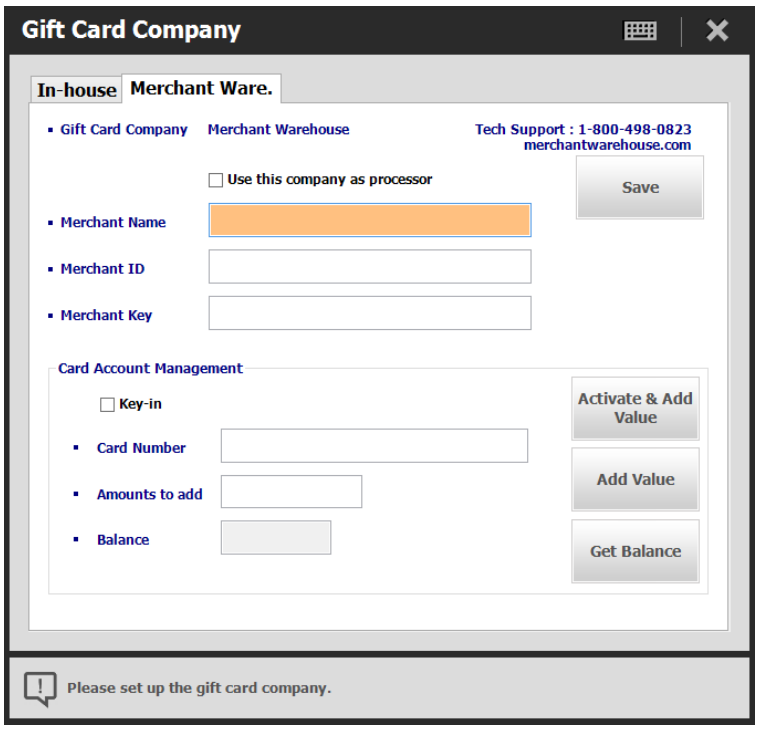
Operation → Settings → System Codes: Click "Gift Card Company" button

1) In-house



(1) Check "Use this company as processor" if you like to select In-house as a processor.
(2) You can enter any name and ID in the fields of Merchant Name and Merchant ID.

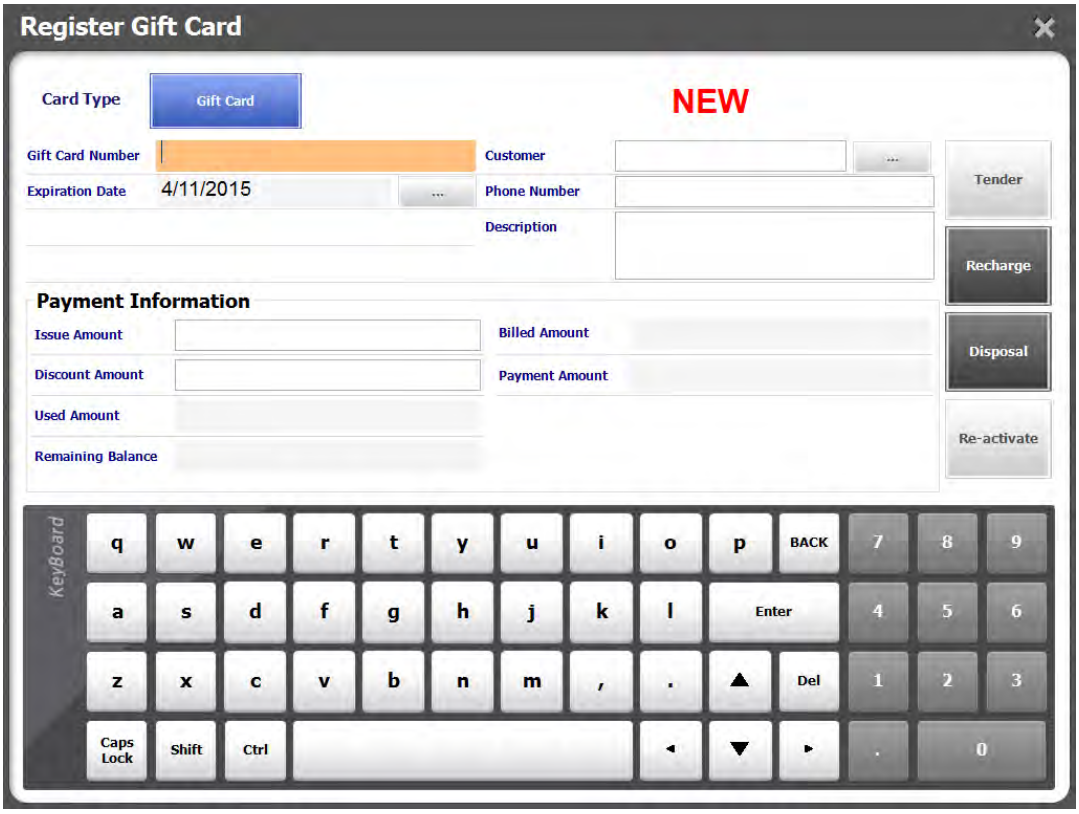
2) Merchant Warehouse (MW)



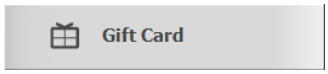
(1) Check "Use this company as processor" if you like to select MW as a processor.
(2) Merchant Name: issued to merchant by MW.
(3) Merchant ID: issued to merchant by MW.
(4) Merchant Key: issued to merchant by MW.
(5) Keyed-in: check this if you enter card number manually: DO NOT CHECK THIS FOR SWIPING THE CARD.
(6) Card Number: click the mouse in the field, and then swipe the card or type in the card number manually. If you type in manually, please be sure "Keyed-in" is not checked..
(7) Amounts to add: enter an amount that you like to add to the card.
(8) Balance: When you click "Get Balance" button, the remaining balance of the card displays in the field.
(9) Save button: It saves the input data of the top section such as Use this company as processor, Merchant Name, Merchant ID, and Merchant Key.
(10) Activate & Add Value button: It activates the new card, and adds the amount you entered to the card.
(11) Add Value button: It adds the amount to the card that has already been activated.
(12) Get Balance button: It retrieves the balance of the card from the server in MW.

2. Gift Card Issuance (In-house Only)

This is the function to issue a gift card. The media for the gift card might be paper, magnetic stripe or mobile barcode. (Maximum length of the card number is twenty characters.)



➔ **Step 1 :**
Click *[Gift Card]* function buttons from the Main Screen.



➔ **Step 2 :**
Enter necessary information to issue Gift Card (the Issue Amount is required).

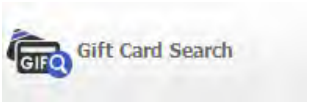
➔ **Step 3 :**
Click *[Tender]*, and then process the settlement.

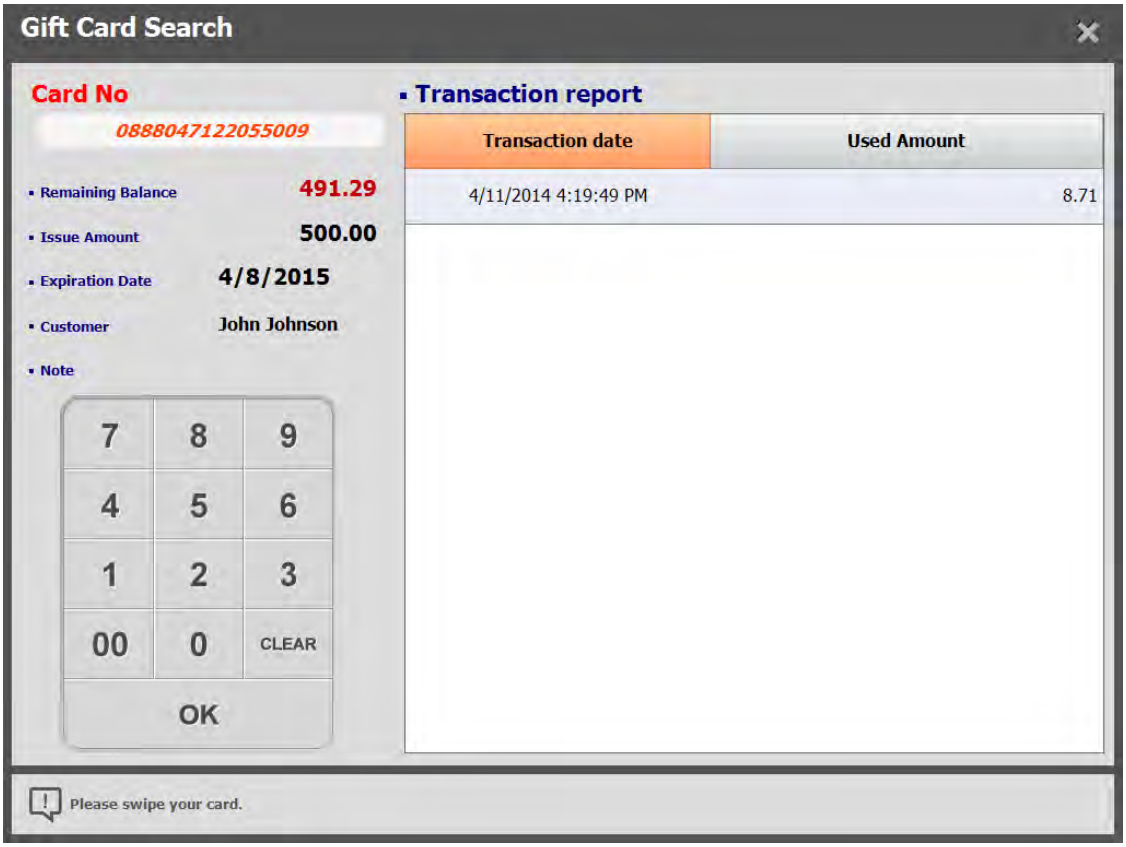
Label explanation			
No	**Name**	**Description**	**Page**
1	Gift Card Number	Enter card number (up to 20 alphanumeric)	
2	Expiration Date	Expiry date is set to 1 year, which is changeable. You can not use the card after expiration date.	
3	Customer	If the customer has membership, you can bring his/her information by clicking [...] button.	
4	Phone Number	Phone number of the buyer.	
5	Description	Enter other description for reference.	
6	Issue Amount	Enter the surface value of the Gift Card.	
7	Billed Amount	Billed amount is displayed here.	
8	Discount Amount	Enter the discount amount.	
9	Payment Amount	Payment amount is displayed here.	
10	Used Amount	It shows litmit of the amount for use.	
11	Remaining Balance	It shows remaining value of the card.	

3. Gift Card Search (In-house Only)

➔ This function searches Gift Card information such as balance check and history.

- Click [Gift Card Search] at [Operations] → [Management] → [Gift Card Search].





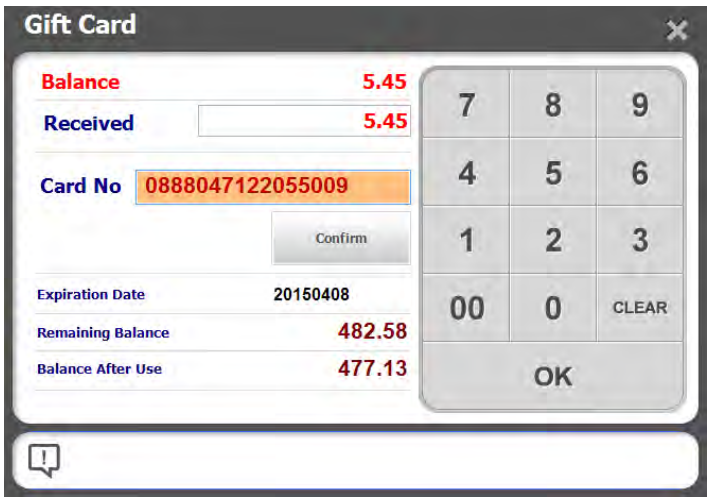
To search the card, swipe the card or enter the card number manually. If you enter the number manually, click *[OK]* button after you've done entering.

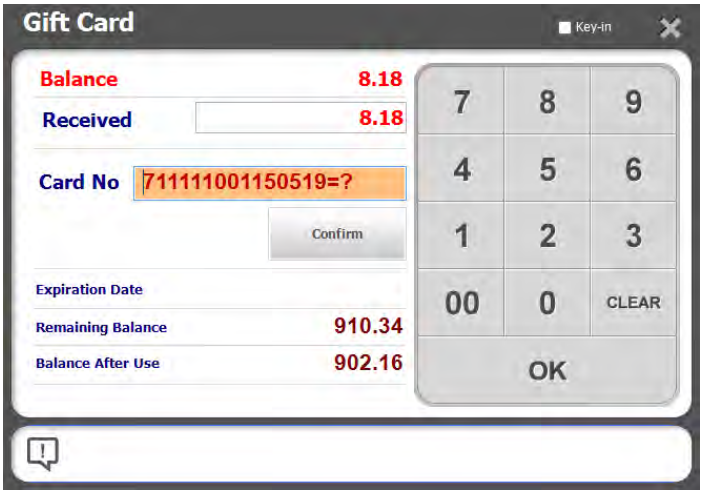
4. Using Gift Card

➔ Gift Card is a type of payment to be used before expiry date.

➔ **Step 1** :
Click [Tender] → *[Gift Card]*.

➔ **Step 2 :**
When*[Card No]* is entered (or swiped), Gift Card settlement information will be shown from Gift Card as below. Enter the amount to pay and click *[OK]*.



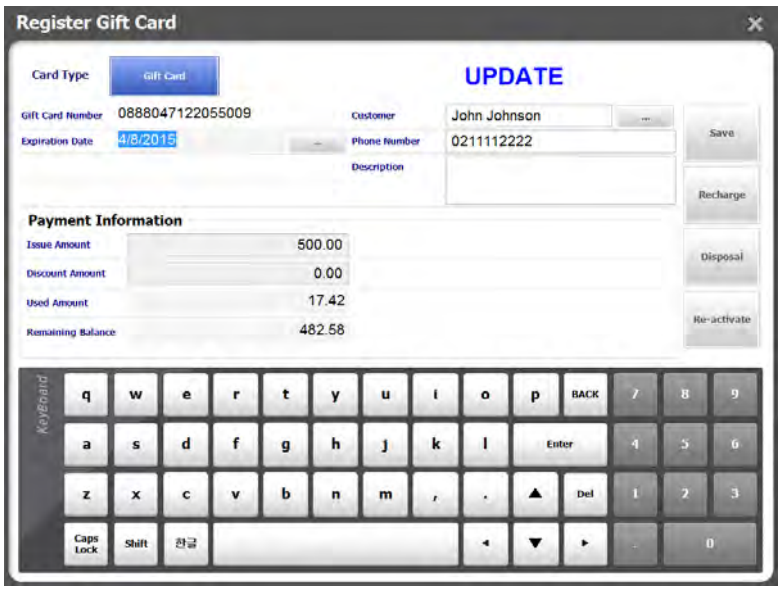


This screen is for Merchant Warehouse (MW) gift card company. For manual input, you need to check "Key-in". For the manual input, enter only the card number. For swiping, enter the whole track data of the card.

5. Gift Card Recharge (In-house Only)

➔ With recharge, you can continue to use Gift Card.

➔ **Step 1 :**
Click *[Gift Card]* from Main Screen Functions.
When Gift Card Number is entered, balance information will be shown.

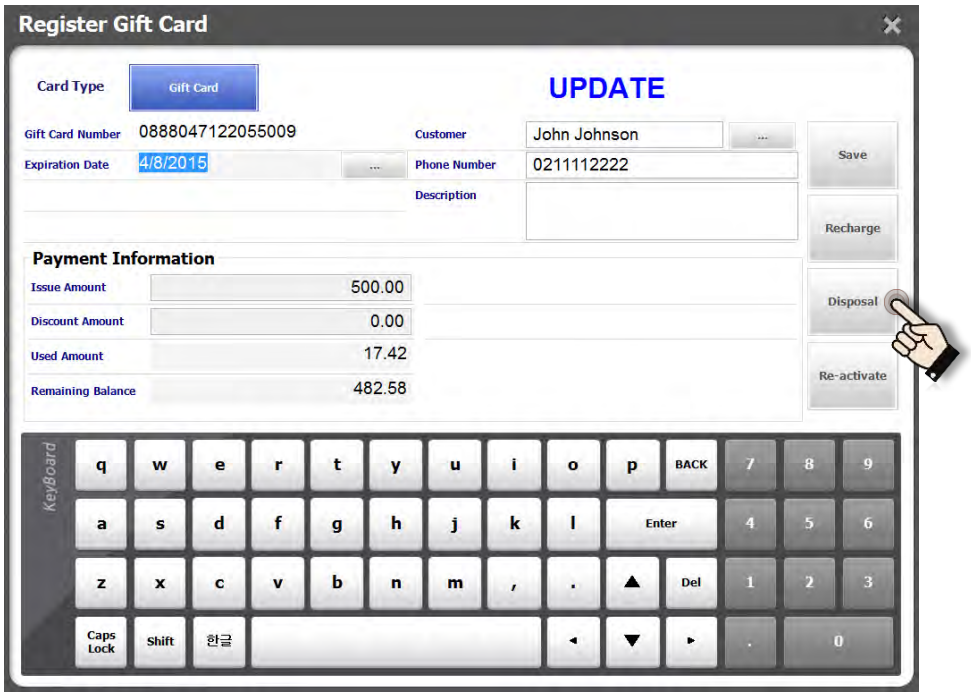


➔ **Step 2 :**
Click *[Recharge],* and enter Adding amount. Then click *[Tender]* button.

6. Gift Card Disposal (In-house Only)

➔ This function disposes invalid or lost gift cards.

➔ **Step 1 :**
Click *[Gift Card]* from Main Screen Functions.
Gift Card information will be displayed after entering Gift Card Number.

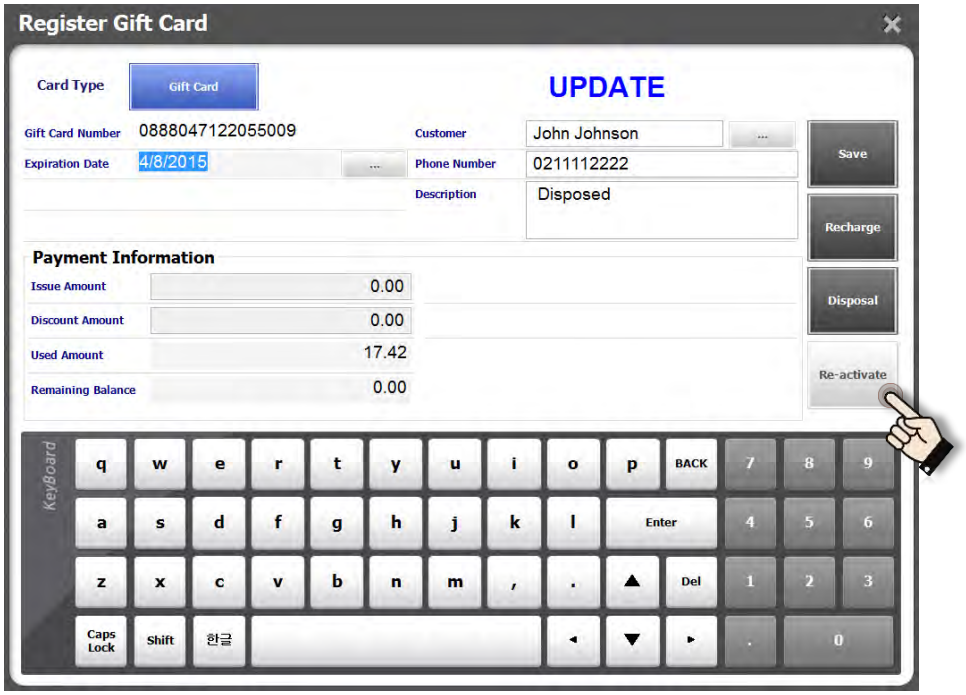


➔ **Step 2 :**
Click *[Disposal]* button.
Disposed cards are not usable, but its history is still searchable.

7. Gift Card Re-activate (In-house Only)

➔ This function reactivate the card.

➔ **Step 1 :**
Click *[Gift Card]* from Main Screen Functions.
Gift Card information will be displayed after entering Gift Card Number.



➔ **Step 2 :**
Click *[Re-activate]* button.

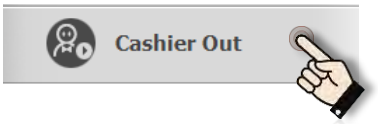
Closing Procedures

1. Cashier-Out

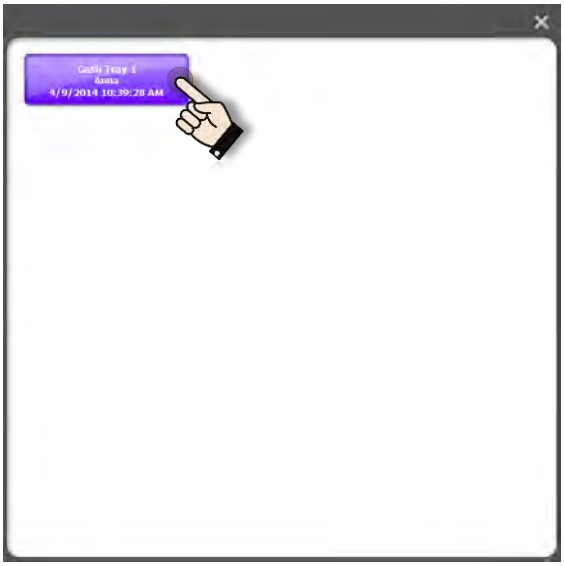
➔ Use [Cashier-Out] when you finish your work and hand the POS station over to another employee.

- Limitation: Cashier-In and Cashier-Out cannot be operated simultaneously.
- How to Run: Click *[Cashier-Out] at* Main Screen.

➔ **Step 1 :** Click *[Cashier-Out] at* Main Screen.



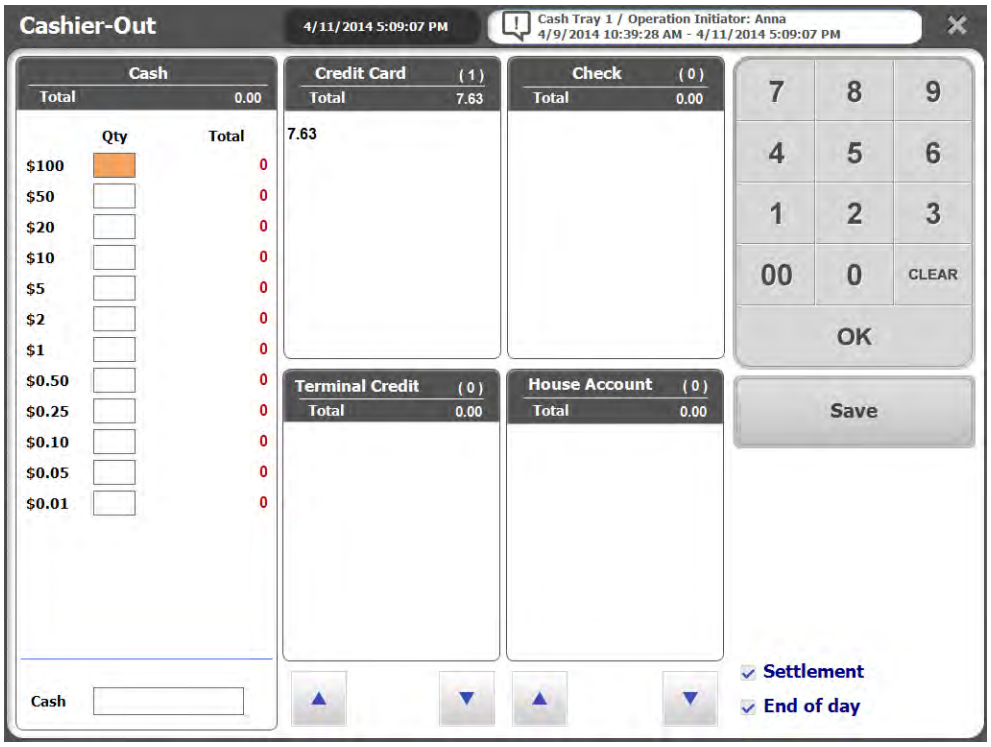
➔ **Step 2 :** When Cash Tray window pops up, select your cash tray to close out.



➔ **Step 3 :** When Cashier inputs amounts based on money units, the total amounts will be calculated automatically for you. If necessary, you can type in cash amounts manually.

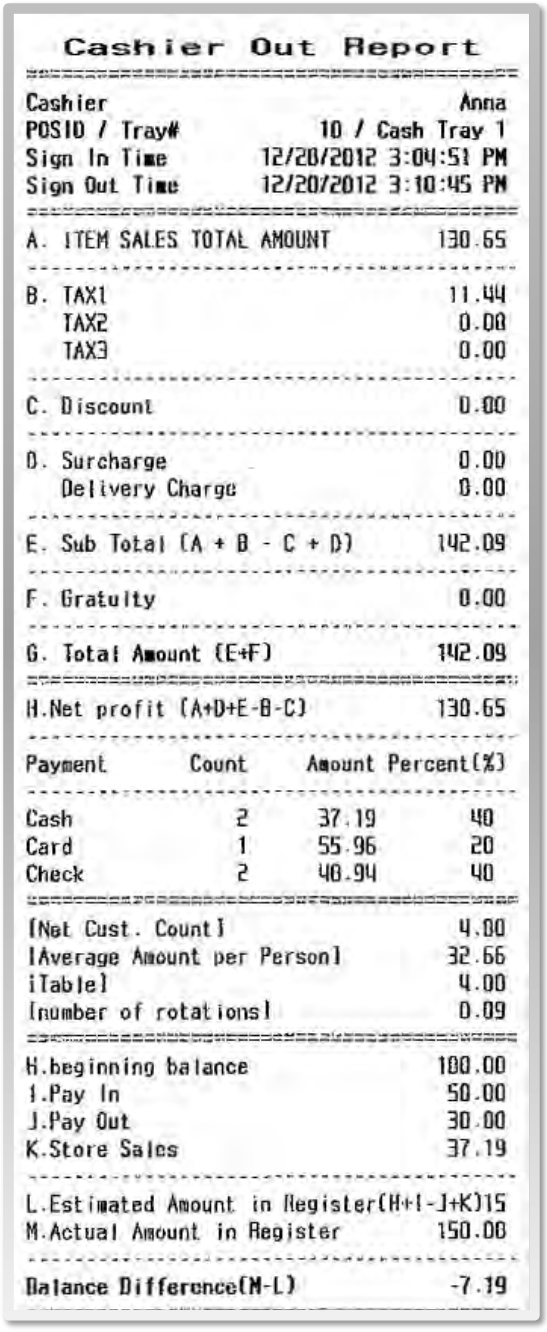
It shows the information of Credit Card, Check, and House Account. Cashier should open the Cash Drawer and compare the money against the report sheets.

[Image 1] Information Screen for End-Of-Day



➔ *[End of Day]* is used for closing for the day.

When [Cashier-Out] is completed, the Cashier-Out Report will be printed out automatically as follows:



Cashier Out Report

Cashier	Anna
POSID / Tray#	10 / Cash Tray 1
Sign In Time	12/20/2012 3:04:51 PM
Sign Out Time	12/20/2012 3:10:45 PM
A. ITEM SALES TOTAL AMOUNT	130.65
B. TAX1	11.44
TAX2	0.00
TAX3	0.00
C. Discount	0.00
D. Surcharge	0.00
Delivery Charge	0.00
E. Sub Total (A + B - C + D)	142.09
F. Gratuity	0.00
G. Total Amount (E+F)	142.09
H.Net profit (A+D+E-B-C)	130.65

Payment	Count	Amount	Percent(%)
Cash	2	37.19	40
Card	1	55.96	20
Check	2	48.94	40

[Net Cust. Count]	4.00
[Average Amount per Person]	32.66
[Table]	4.00
[number of rotations]	0.09
H.beginning balance	100.00
I.Pay In	50.00
J.Pay Out	30.00
K.Store Sales	37.19
L.Estimated Amount in Register(H+I-J+K)15	
M.Actual Amount in Register	150.00
Balance Difference(M-L)	-7.19

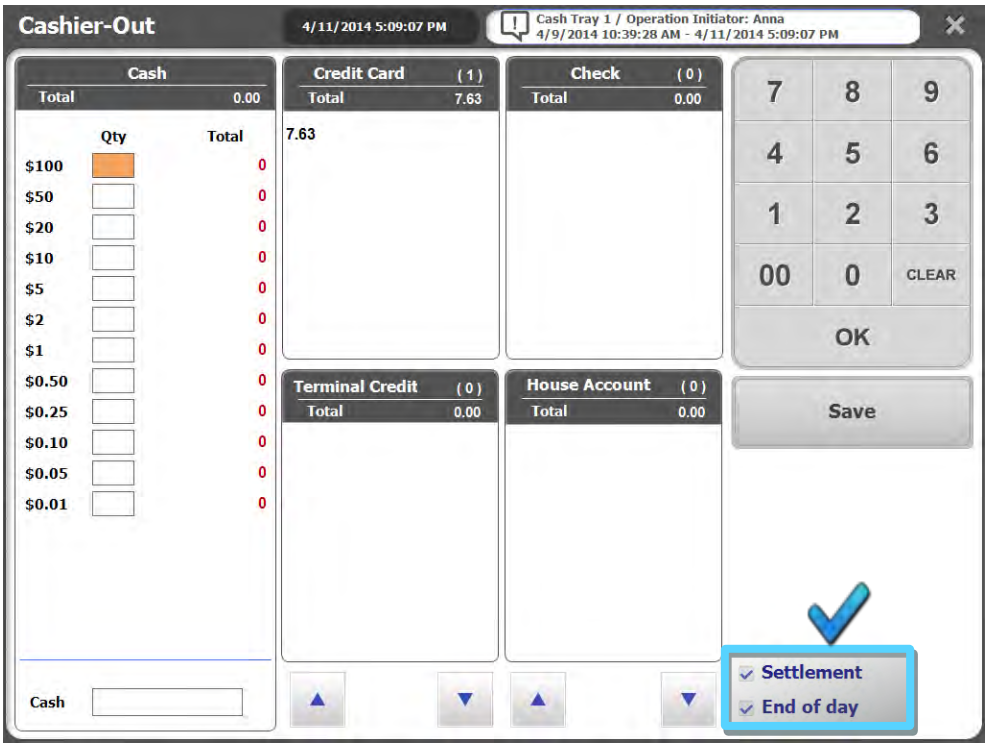
2. End-of-Day

➔ Check *[End of Day]* to finish business for the day.

When you finish business for the day using *[End of Day],* you can't use *[Void]* and *[Change Payment Method]*.

➔ When you finish business by checking *[End of Day]* option in *[Cashier-Out]* screen, a confirmation window will pop up. Then click [Yes] button.

➔ By checking *[Settlement]*, all transactions that are paid by credit cards will be settled; the open batch will be closed.



PART 4. Operation Management

Chapter 1. Settings
Chapter 2. Refer to Gift Card Procedures
Chapter 3. Menu
Chapter 4. Employee
Chapter 5. Customer
Chapter 6. Management
Chapter 7. Sales Report

WHAT YOU WILL LEARN IN THIS PART

In part 4, you will learn about overall system settings and the master configuration for POPs operations.

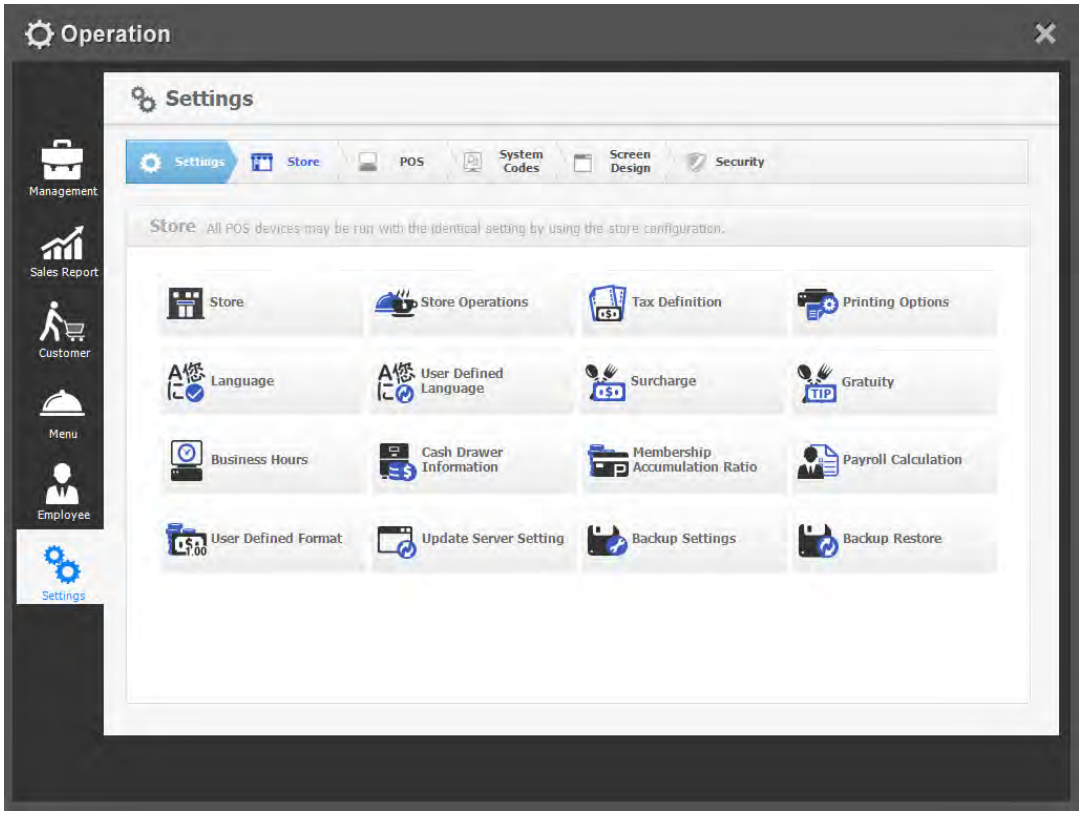
Settings

1. Store

➔ You can configure your store with Store, Store Operations, Tax Definition, Print Options, Language, User Defined Language, Surcharge, Tip, Business Hours, Cash Drawer Information, Membership Accumulation Ratio, Payroll Calculation, User Defined Format, Update Server Setting, Backup Settings, Backup Restore, Data Initialization, and Cloud Service.

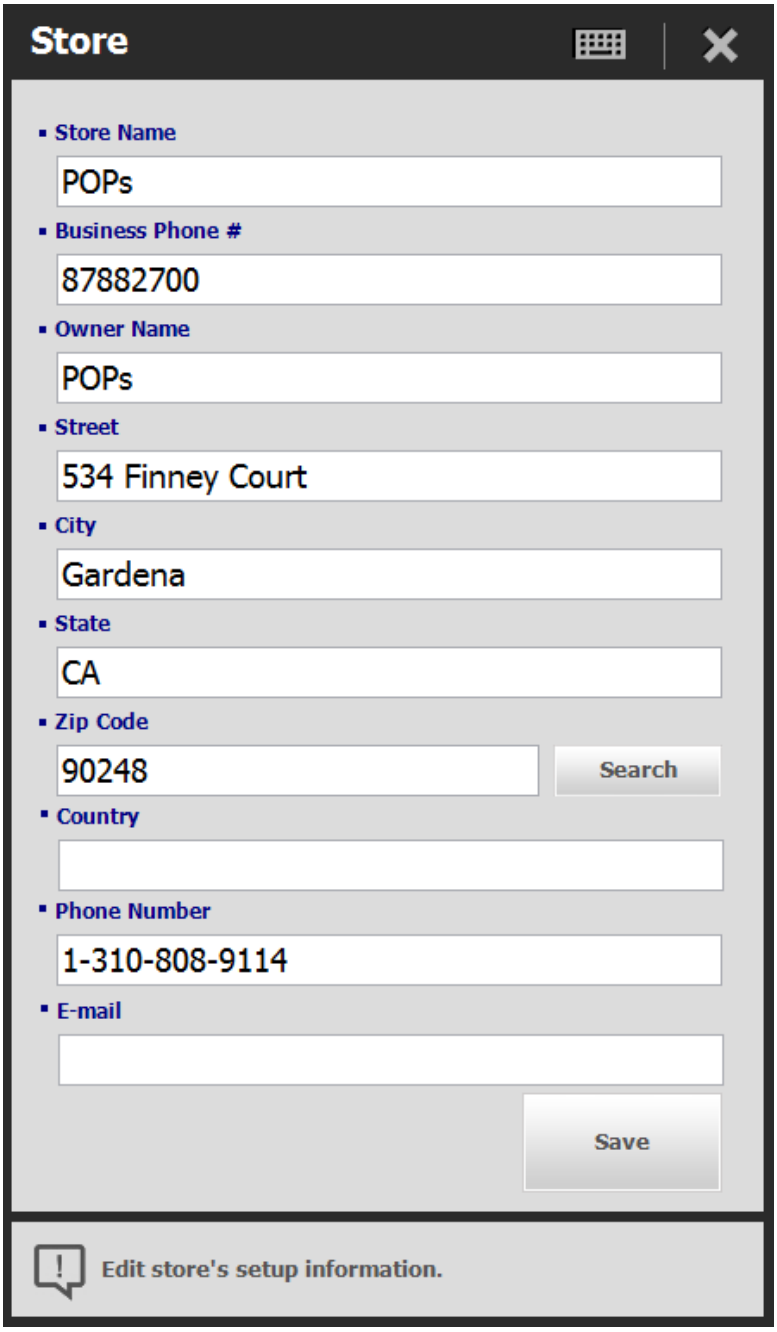
NOTE: Data Initialization and Cloud Service are configured only by administrator.

When we setup the store at one of POS systems, it applies to all POS systems. You can configure it based on the environment or situation of your store.



1) Store (information)

➔ **Entering the basic information of the store**



Tip You have to enter the store information very precisely because the store information is displayed on all kinds of printouts, and you can get a product certification through this information.

2) Store Operations

➔ Please see Store Operations under Store Information Settings in Part 1 Getting Start.

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3) Tax Definition

➔ Please see Store Operations under Store Information Settings in Part 1 Getting Start.

4) Print Options

➔ Please see Store Operations under Store Information Settings in Part 1 Getting Start.

5) Language

➔ **It sets up the language that is used in the program.**

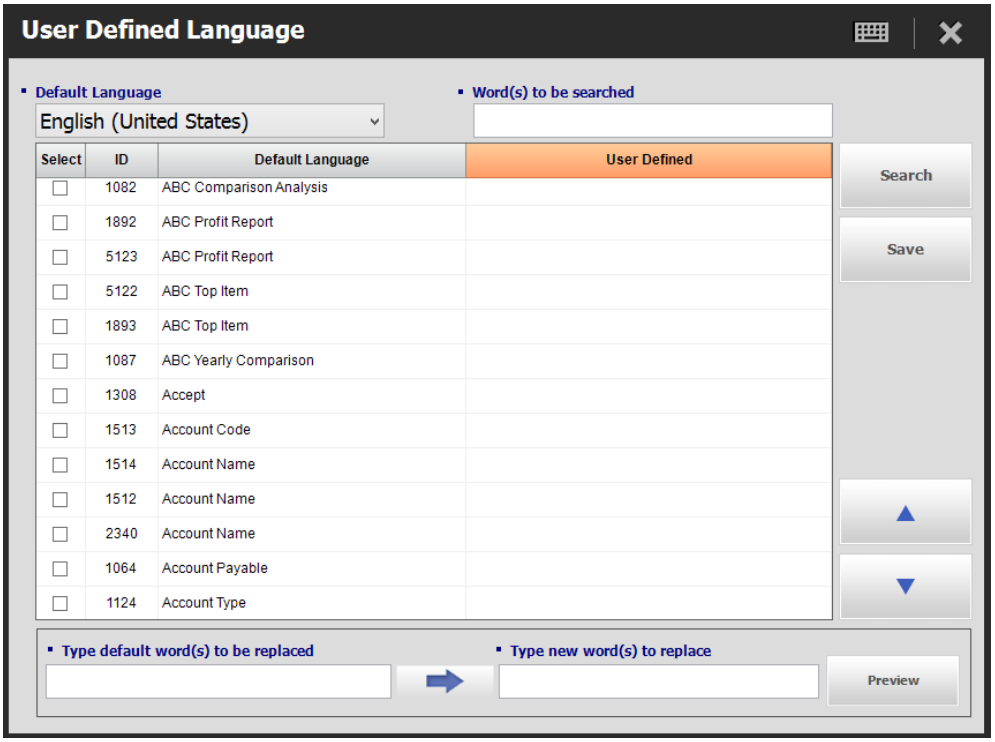
It supports eleven languages:

• English	EnglishEnglish (United States)
• Korean	한국어 (대한민국)
• Japanese	日本語 (日本)
• Chinese (Simplified)	中文(简体)
• Chinese (Traditional)	中文(繁體)
• Deutsch	Deutsch (Deutschland)
• Spanish	español (España)
• Portuguese	português (Portugal)
• Vietnamese	Tiếng Việt (Việt Nam)
• French	français (France)
• Russian	русский (Россия)
• Arabic	العربية (المملكة العربية السعودية)

Under the selected language, you can change words as you like, using *[User Defined Language]*.

6) User Defined Language

➔ You can modify the default words with your own words.

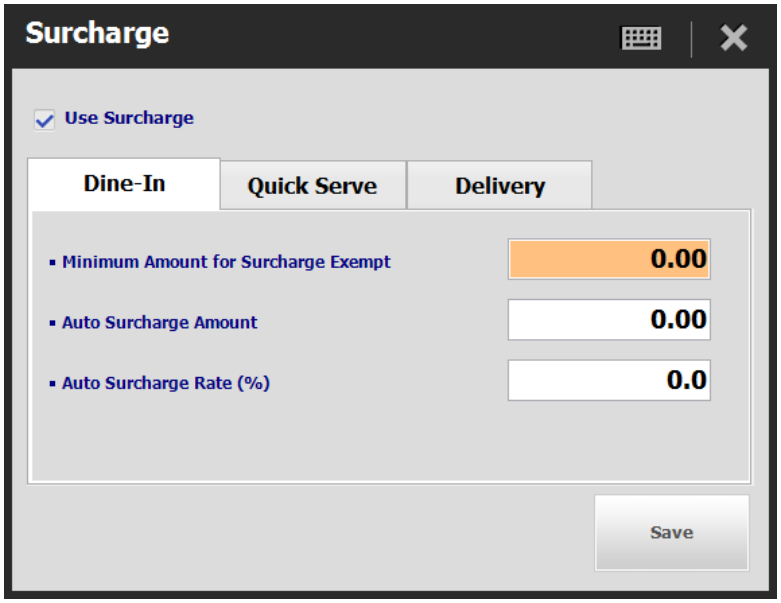


➔ **How To Do:**

(1) Select the default language.
(2) To search words, type words in *[Word(s) to be searched]*, and then click [Search] button.
(3) Type word(s) in *[Type default word(s) to be replaced]* from the default language column. These words will be replaced with the new words that you type in.
(4) Type the new words that you like to replace in *[Type new word(s) to replace]*.
(5) Click [Preview] button to see the results.
(6) Check the check box in the [Select] column ONLY for the records you'd like to modify. If there are records you don't like to modify, then uncheck them.
(7) To remove the user defined word(s), uncheck the records, and then click [Save] button.
(8) Restart the application for the changes to take effect.

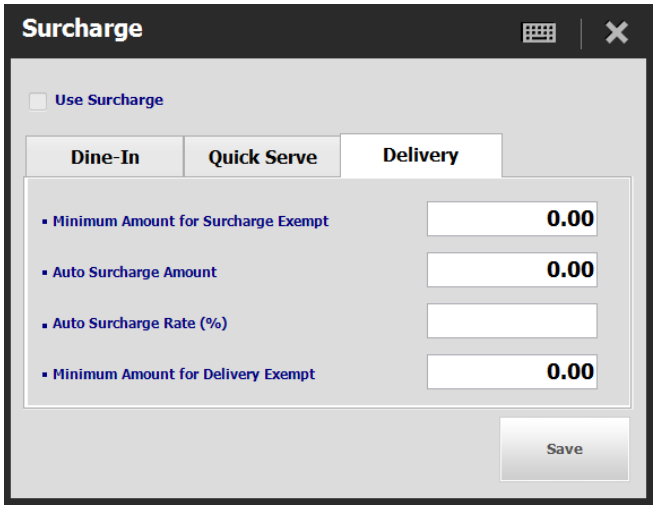
7) Surcharge

➔ **Setting surcharges:**



➔ You can apply surcharges manually when you take orders, but you can do it automatically by setting up here. You can assign surcharges according to the services such as *[Dine-In]*, *[Quick Serve]*, and *[Delivery]*.

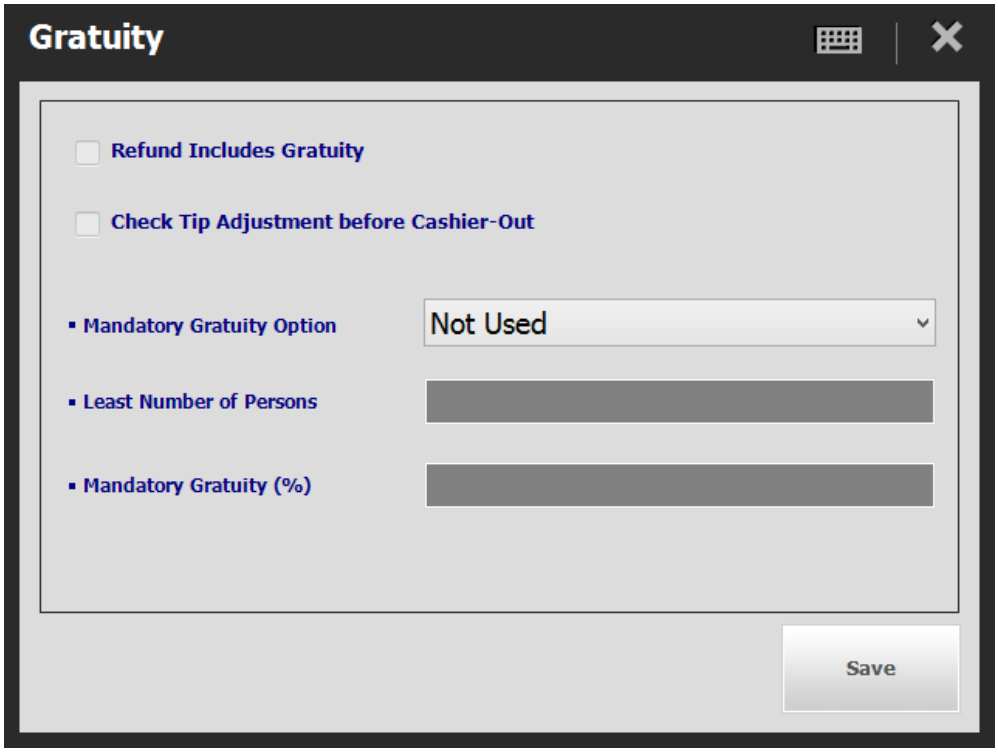
- *Use Surcharge:* Check this if you want to apply surcharges.
- *Minimum amount for Surcharge Exempt:* If the total amount due is more than the minimum amount that you specified here, then the surcharges are not applied automatically.
- *Auto Surcharge Amount:* The surcharge amount you enter here will be applied automatically to the total amount due.
- *Auto Surcharge Rate (%):* The surcharge rate (percentage) that you enter here will be applied automatically to the total amount due.
- If you set up both [Auto Surcharge Amount] and [Auto Surcharge Rate (%)], [Auto Surcharge Rate (%)] will be applied.



In Delivery tab, only the difference is *[Minimum Amount for Deliver Excempt]*". When you specify an amount here, the delivery fee will be charged if the total amount due is less than the amount that you specify here.

8) Gratuity

➔ **Setting about gratuity**



➔ By gratuity settings here, it's possible to set an automatic charge or manual charge.

- *Refund Includes Gratuity:* If you check this, gratuities are included to the refunded amounts.

- *Check Tip Adjustment before Cahier-Out:* It prompts you to handle tip adjustments. It is just optional to reinforce your business.

- Mandatory Gratuity Option:

  - *Mandatory Gratuity by People:* It charges gratuities based on the number of guests.
    A. People / Amount for mandatory gratuity:
    Enter the number of guests here, and then gratuities that are specified in "Mandatory Gratuity (%)" are applied when guests are more than the number you enter here.
    B. Mandatory Gratuity (%): Enter numbers in percentage to be applied for gratuities.

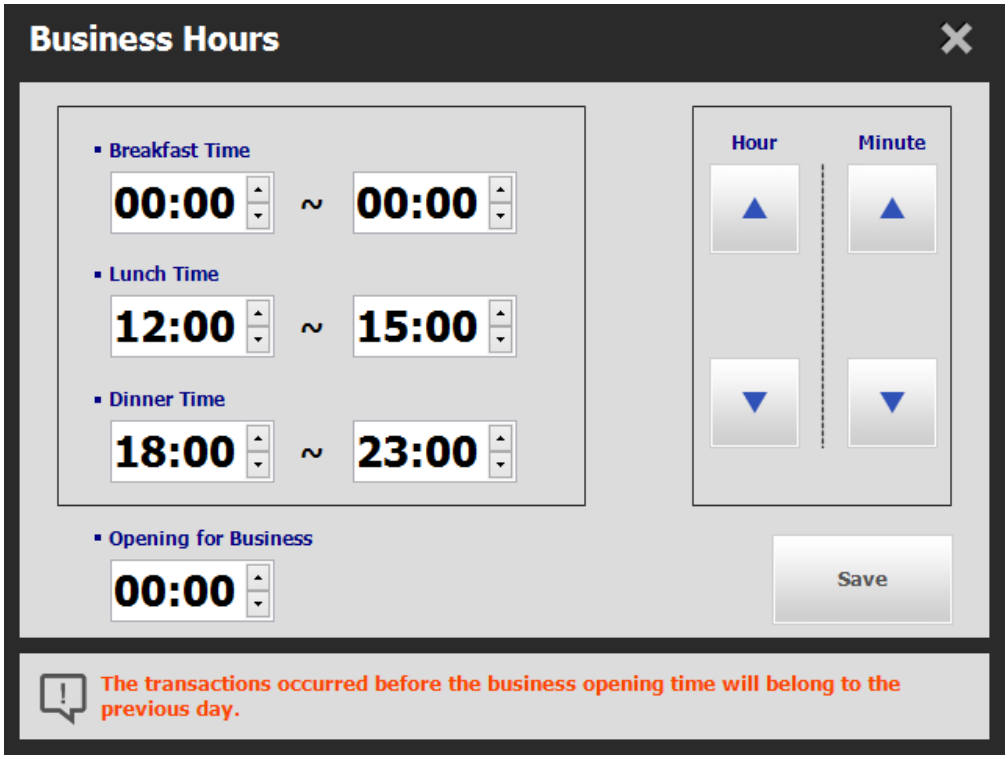
  - *Mandatory Gratuity by Amount*: It charges tips based on the amounts.
    A. People / Amount for mandatory gratuity:
    Enter amounts here, and then gratuities that are specified in "Mandatory Gratuity (%)" are applied when the total amount due is more than the amount you enter here.
    B. Mandatory Gratuity (%): Enter numbers in percentage to be applied for tips.

  - *Mandatory Gratuity Without Condition:* As it says, gratuities are applied mandatorily without any conditions.
    A. Mandatory Gratuity (%): Enter numbers in percentage to be applied for tips

➔ You can identify the applied gratuities at the [Total Amount] tab in Tender screen.

9) Business Hours

➔ **Setting the business hours of the store**

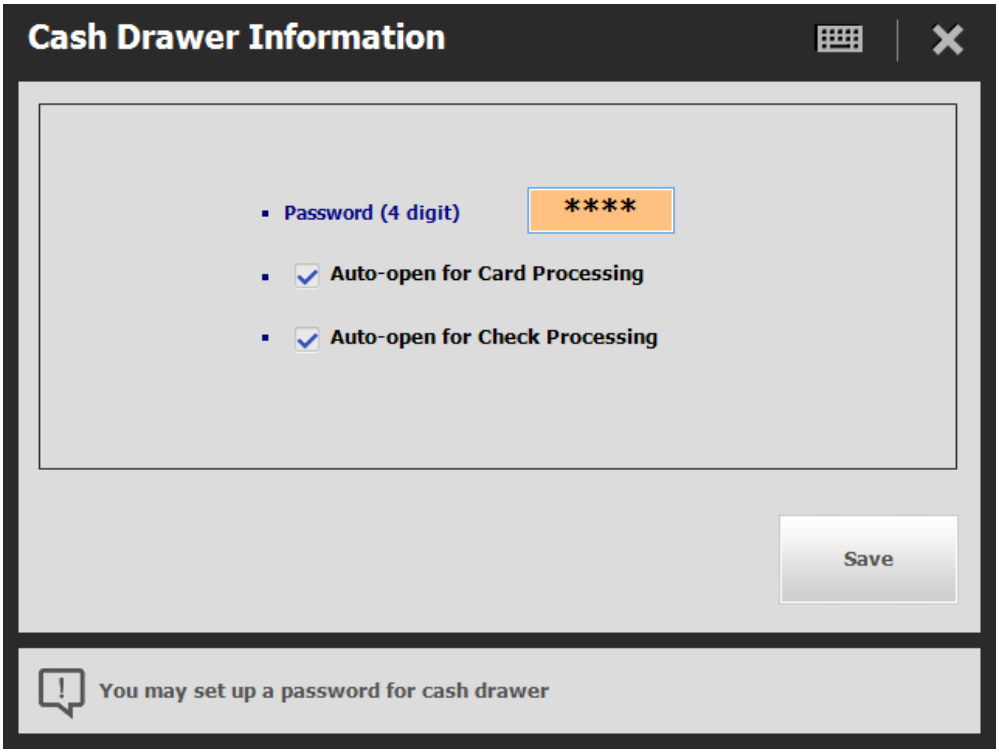


➔ It supports a statistical analysis for the major reports. You can analyze sales statistically by breakfast, lunch or dinner based on the business hours you've set up.

Opening for Business: This is the division time or days of business. For example, if you set it up as 8:00 am, then all transactions before this time will belong to the previous day.

10) Cash Drawer Information

➔ **Cash Drawer Settings**

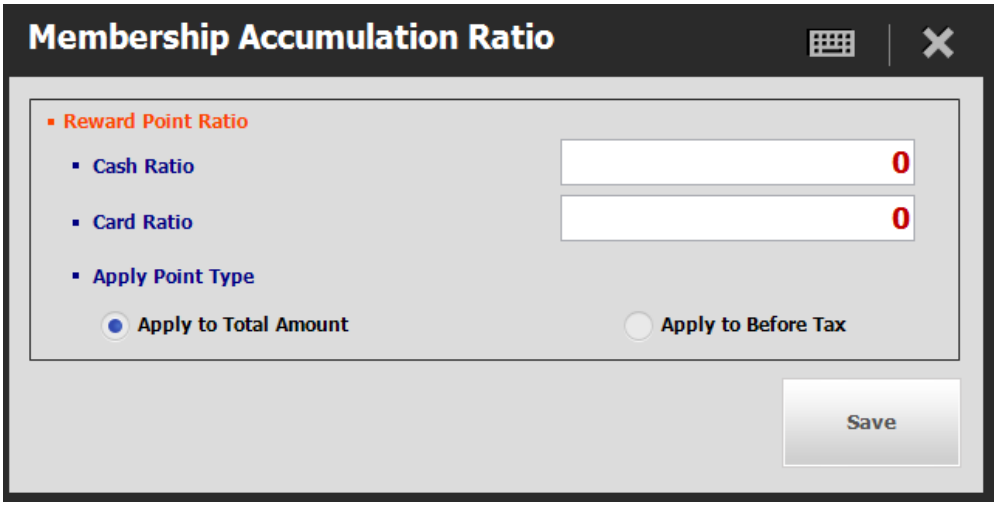


➔ You can set up a password to Cash Drawer, and restrict it from openings. When you open it arbitrarily, the reasons to open will be recorded.

- *Auto-open for Card Processing:* opening Cash Drawer automatically for the payment with the credit cards
- *Auto-open for Check Processing:* opening Cash Drawer automatically for the payment with checks

11) Membership Accumulation Ratio

➔ **Setting customer's points**



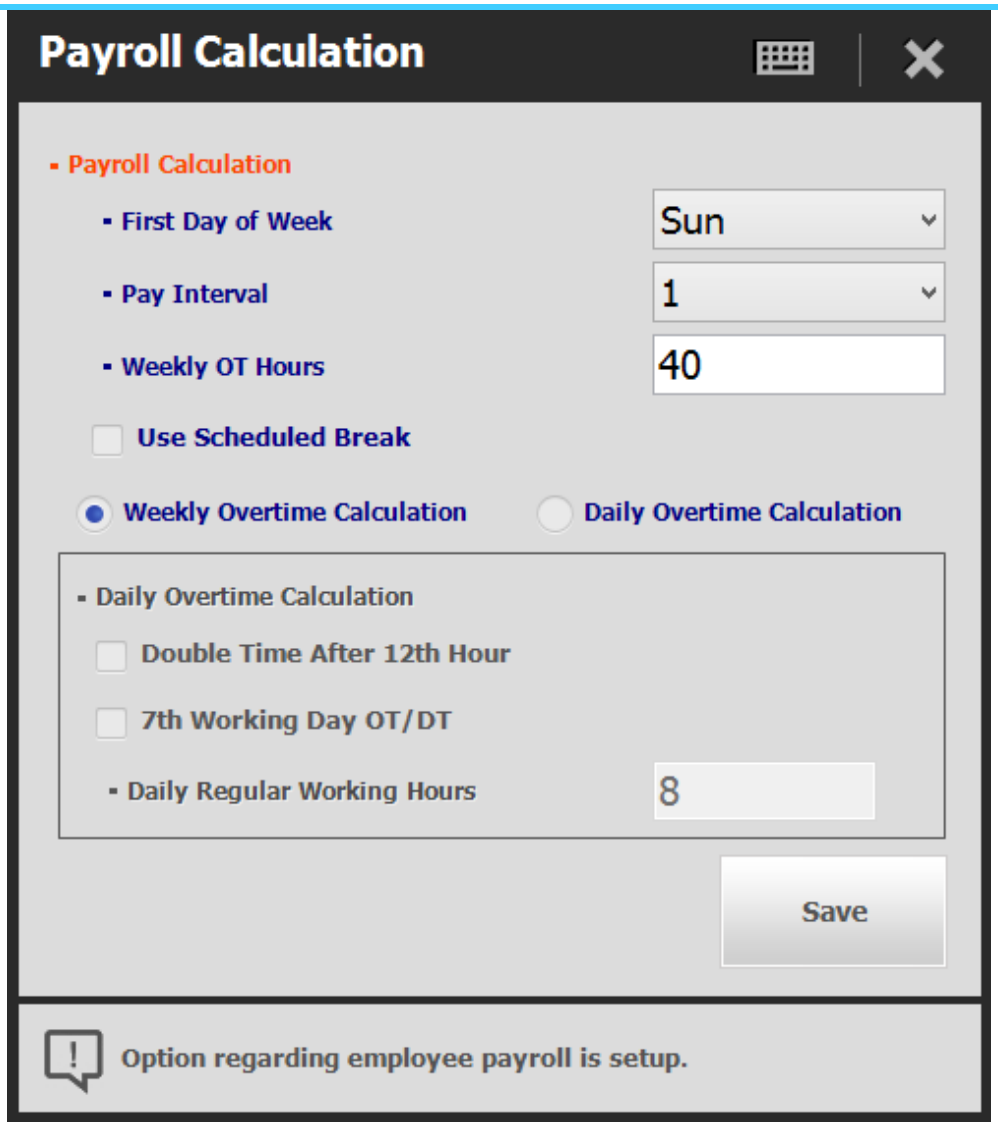
➔ **Setting customers' point ratio and type based on cash and card payment**

- *Cash Ratio:* Enter the point ratio (%) that is accumulated for the payment with cash.
- *Card Ratio:* Enter the point ratio (%) that is accumulated for the payment with the card.
- Apply Point Type:

"**Apply to Total Amount**": The point ratio applies to the total payment.
"**Apply to Before Tax**": The point ratio applies to the amount before tax.

12) Payroll Calculation

➔ **Setting employees' payroll calculation**



➔ These settings apply to the settings in *[Time Card], [Pay Employee], [Holiday], [Employee Schedule]*, and then shows the calculations of an employees' payrolls on *[Payroll]* screen.

- *First Day of Week:* sets the first working day of the week. In order to calculate the weekly overtime, we need to identify each week. The first day of week will be used as a baseline to identify the week.
- *Pay Interval:* sets the cycle of payday, selecting one of three cycles (each week, every two weeks, or every four weeks)
- *Weekly OT Hours:* sets a standard for the weekly overtime pay. If the hours worked are larger than the hours entered, then the hours that exceed the hours entered will be counted as over time.
- *Use Scheduled Break:* sets if we want to apply the break time that is set in *[Employee Schedule]* to the payroll. If we don't check this, the break time that is set in *[Time Card]* will be applied to the payroll.
- *Weekly Overtime Calculation:* the overtime is calculated weekly if you check this.
- Daily Overtime Calculation

- Check this if you want to take "Daily Overtime Calculation" as addition to "Weekly Overtime Calculation".

- When you check this, you can set up Double Time After 12th Hour, 7th Working Day OT / DT, and Daily Regular Working Hour.
  - *Double Time After 12th Hour:* If it's checked, the hours worked that exceed the twelve hours will be counted as double time pay.
  - *7th Working Day OT / DT:* If it's checked, it applies both overtime and double time. When an employee works full seven days in a week, the hours that he/she works on the 7th day will be counted as the overtime pay out of the regular time and the double time pay out of the overtime.
  - *Daily Regular Working Hour:* This working hour will be the baseline for deciding the daily overtime. The hours worked that exceed the working hour entered here will be counted as the overtime pay.

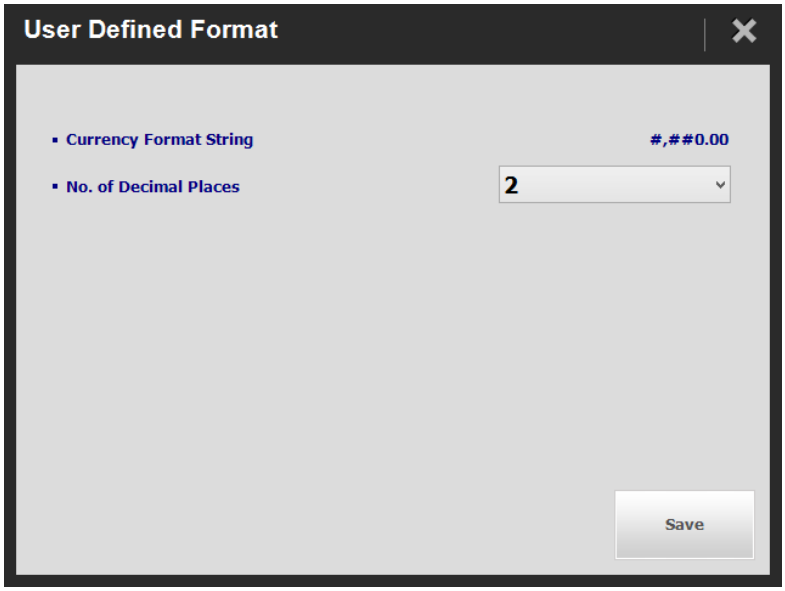
Tip

1) If Daily Overtime Calculation is checked, then both Weekly OT Hours and Daily Regular Working Hour are applied, and then all hours exceed the hours entered here will be counted as the over time pay.
2) When you set up the options here, you can see the results on the top-right with check boxes on *[Payroll]* screen.

---

13) User Defined Format

➔ **You can specify the number of decimal places for the price of menu items.**

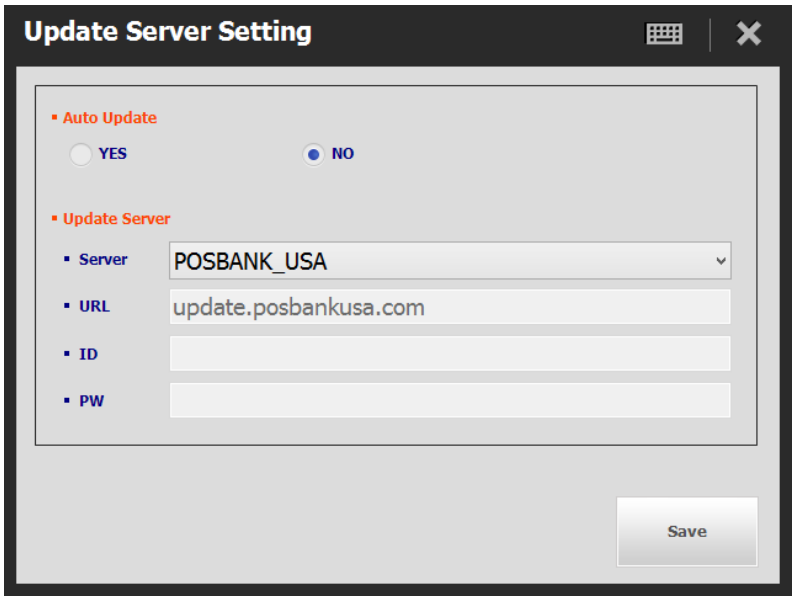


- ***Currency Format String:***
  It shows the string format based on how you set it up in [No. of Decimal Places].

- ***No. of Decimal Places:***
  Enter the number of decimal places.

14) Update Server Setting

➔ **Update Server Setting**

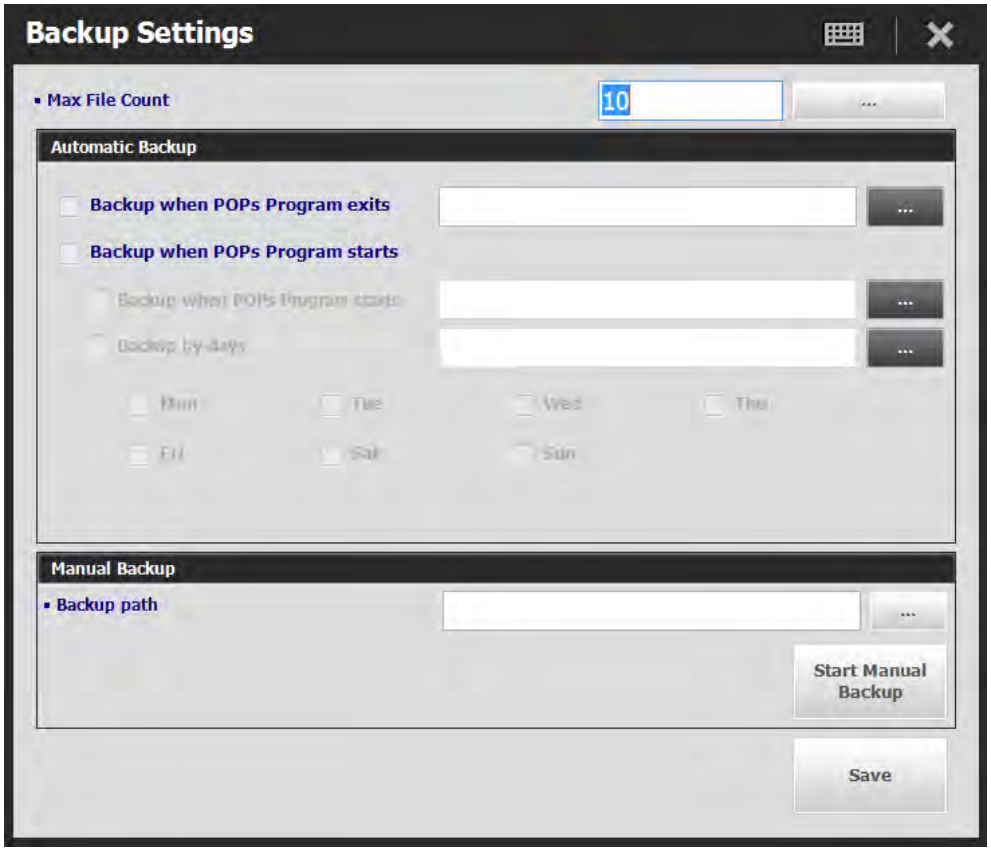


➔ Setting the server information for updating POPs Restaurant application

- *Server:* selecting update server. If you select the option, User-Defined Server, you can set up your own update server, adding information of your own server.
- *URL:* the Update Server address
- *ID:* Enter ID (username) on your server when you select User-Defined Server
- *PW:* Enter the password of the username when you select User-Defined Server.
- User-Defined Server is designed for a typical situation that users cannot access the server. If you need this service, please discuss with the administrator.

15) Backup Settings

➔ **You can configure backup operations.**



➔ There are two types of backup: 1) Automatic Backup and 2) Manual Backup. The Automatic Backup runs automatically according to the options you set up, and the Manual Backup is for the users who want to backup at the time you want.

[Automatic Backup]

- Backup when the POPs program exits:
  It backs up automatically to the location you select when POPs program exits.

- ***Backup when the POPs program starts:***
  It backs up automatically to the location you select when POPs Restaurant starts.

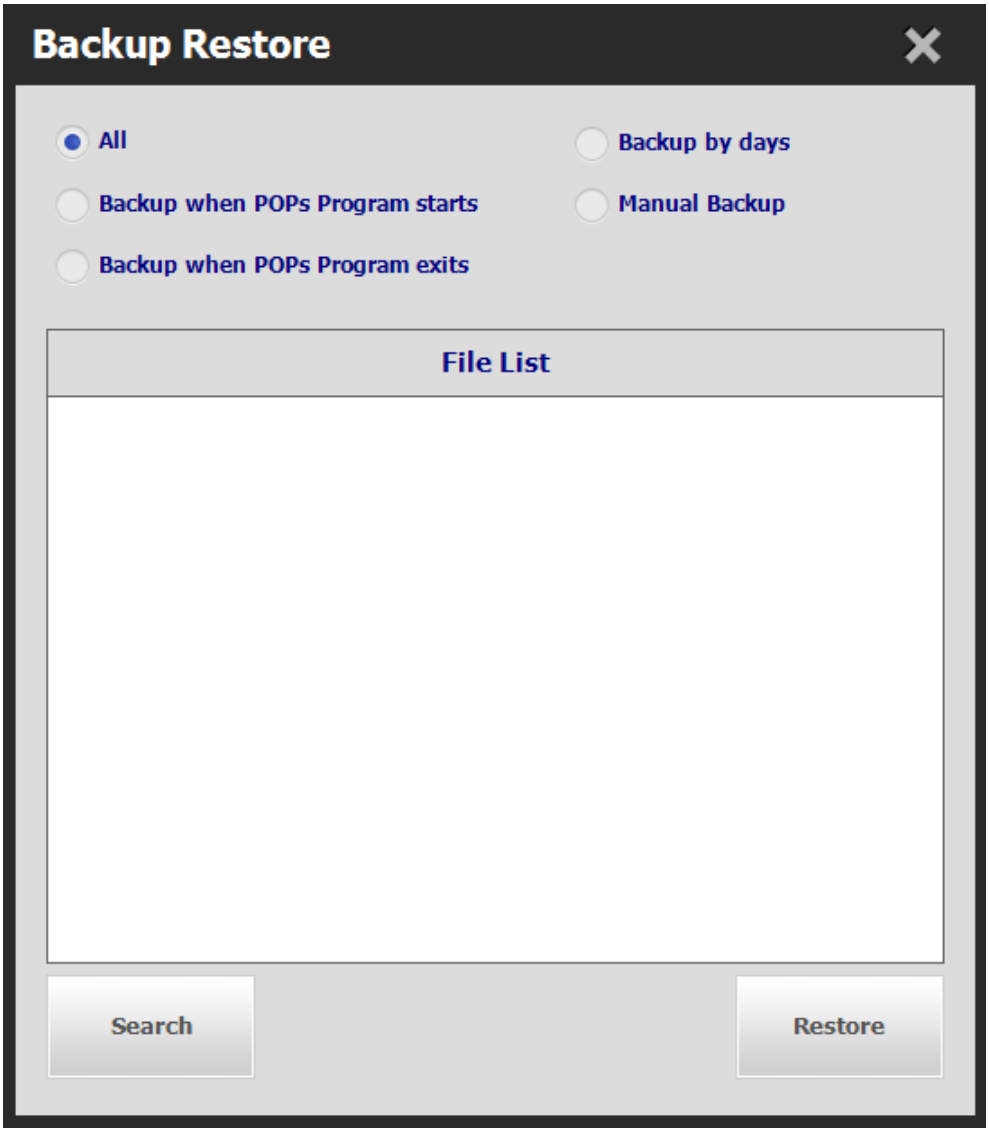
- ***Backup by days:***
  It backs up automatically to the location you select on the days you check.

[Manual Backup]

- To back up manually, select the location and click *[Start Manual Backup]* button.

16) Backup Restore

➔ **This shows how to restore the backup files.**



Step 1 :
Click one of the radio buttons.
When you click the radio buttons, the backup files that were previously saved will be listed in the *[File List]* section.

Step 2 :
Select a backup file from the *[File List]*.

Step 3 :
Click *[Restore]* button.

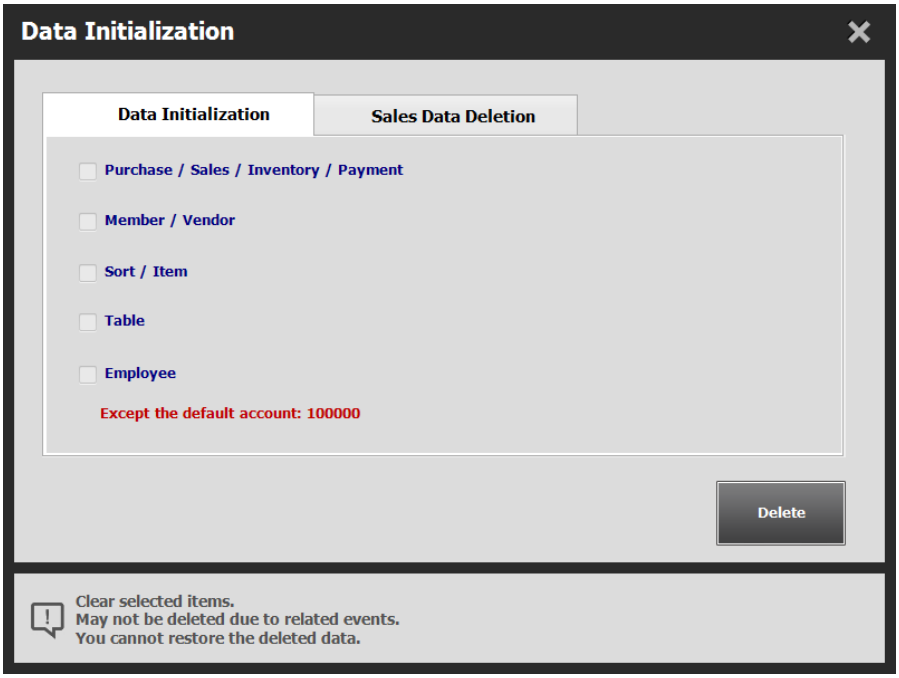
Alternatively, you can click *[Search]* button to search a backup file for restoration.

17) Data Initialization

➔ You can clean up some tables in the database.

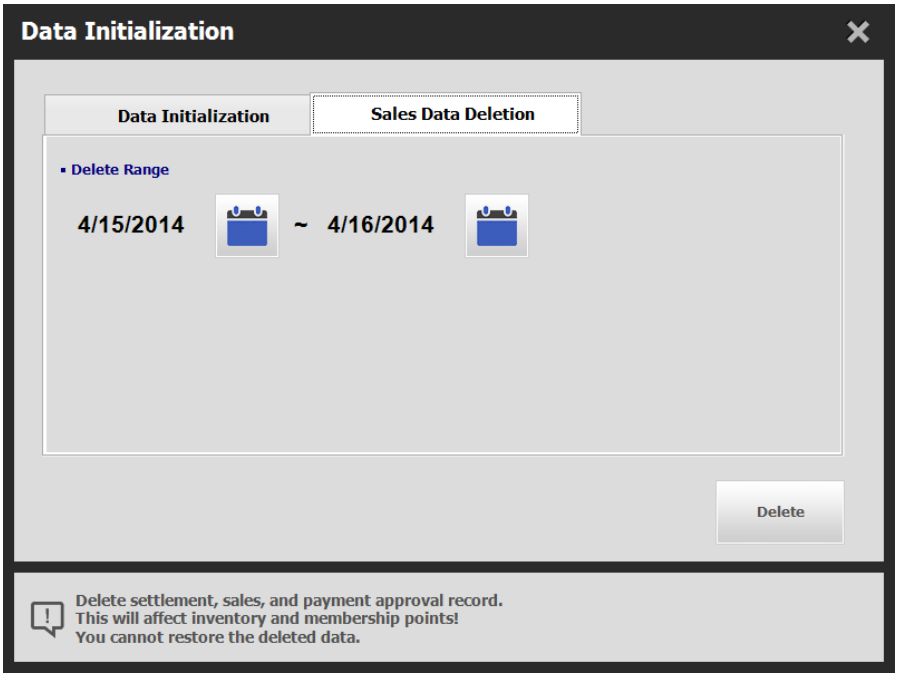
Data Initialization Tab:

It purges data which cannot be recovered. **SO, PLEASE BECAREFUL !!!**
Some data is interrelated, so will be deleted together, which means it cannot be selected by itself.



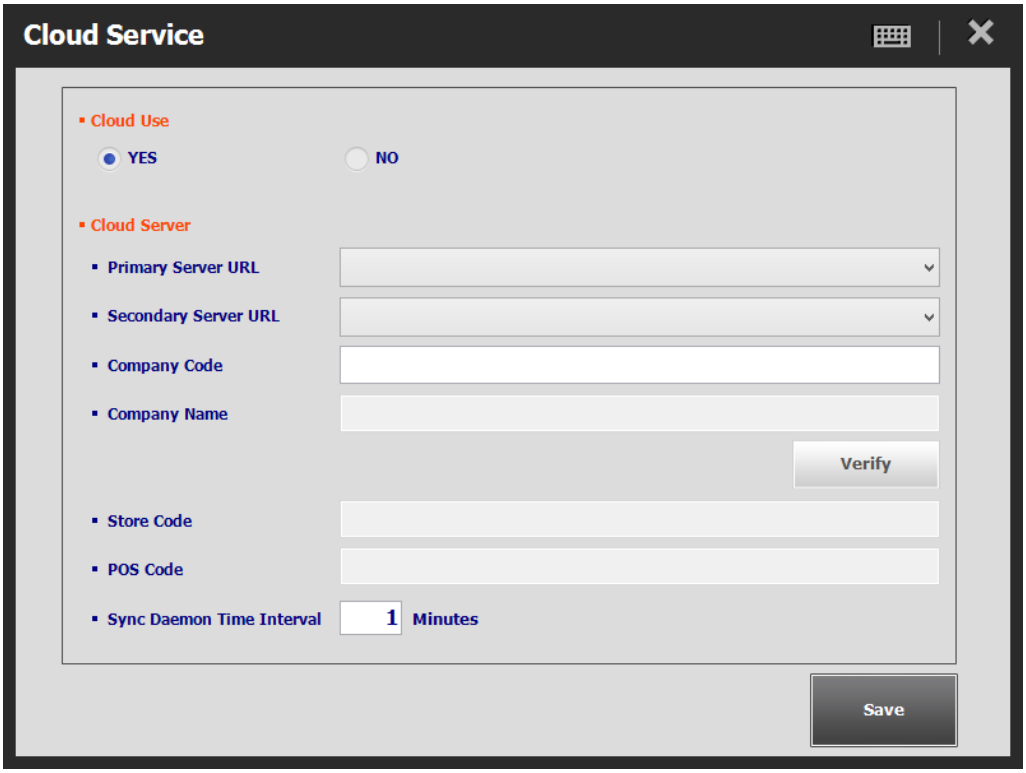
Sales Data Deletion Tab:

You can delete sales transactions within a date range.



18) Cloud Service

➔ It synchronizes data between the database in the Cloud and the local database.



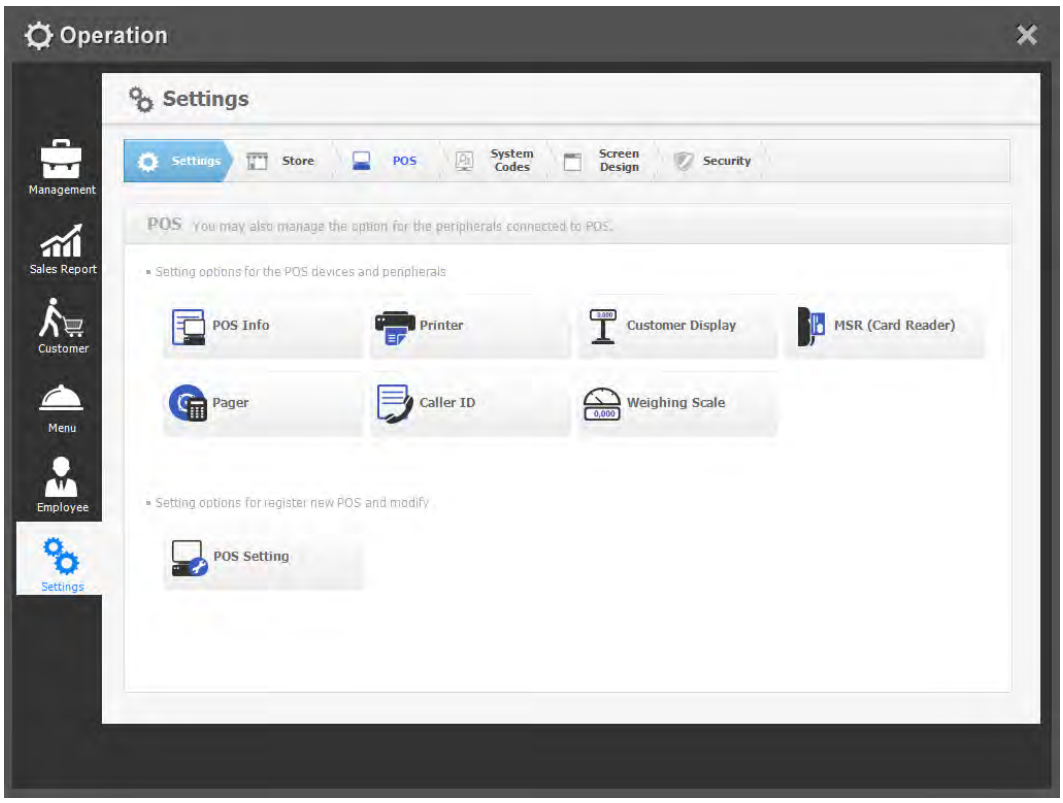
- Cloud Use: Check *[Yes]* if you like to use Cloud service.
- Cloud Server: Fill out the blanks with data that will be given by POSBANK.

NOTE: You need to subscribe to receive Cloud service.

2. POS

➔ You can configure POS station for POS Info, Printer, Customer Display, MSR (Card Reader), Pager, Caller ID, Weighing Scale, and POS Setting.

These seetings are applied to POS stations individually and independently.

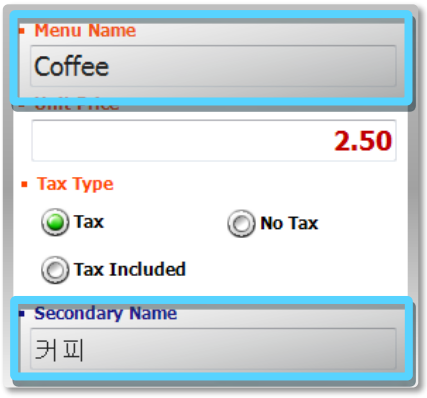


1) POS Info

➔ **Setting POS information**

➔ You can set up the name and the uses of POS system.

- *POS Name:* The name of POS system: it will be displayed on various reports.
- *Menu Language:* When you create menus, you can enter the two kinds of names: the primary menu name and the secondary menu name. Based on your selection here, the selected menu names will be displayed on the *[Order]* screen.



[Image 1. Menu (Item) Settings]

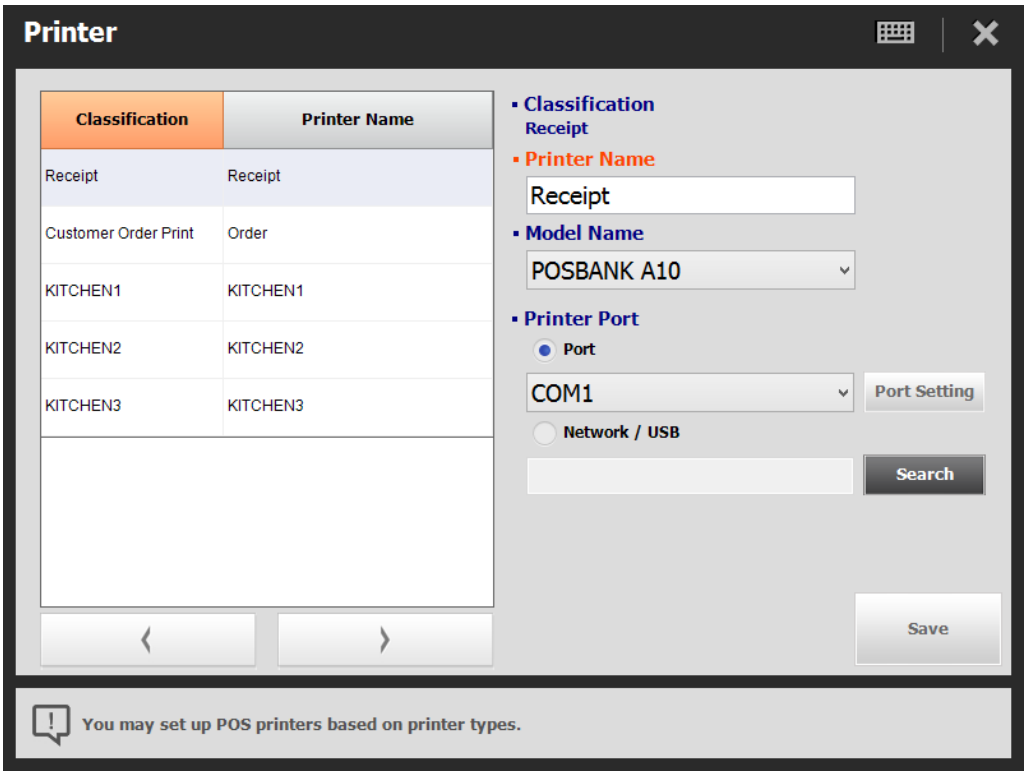
[Image 2. Display on Order Screen: Menu Name & Secondary Name]

- Used For:
  - *Counter:* for all services including order and payment
  - *Waiter Station:* only for ordering, not tendering
  - *Table Assign Manager:* only for guidance (reservation, wait, and table)

- Default Table group
  - It is the beginning screen of Table Map to be displayed in Dine-In screen.

2) Printer

➔ **Setting the printing information for each POS system**

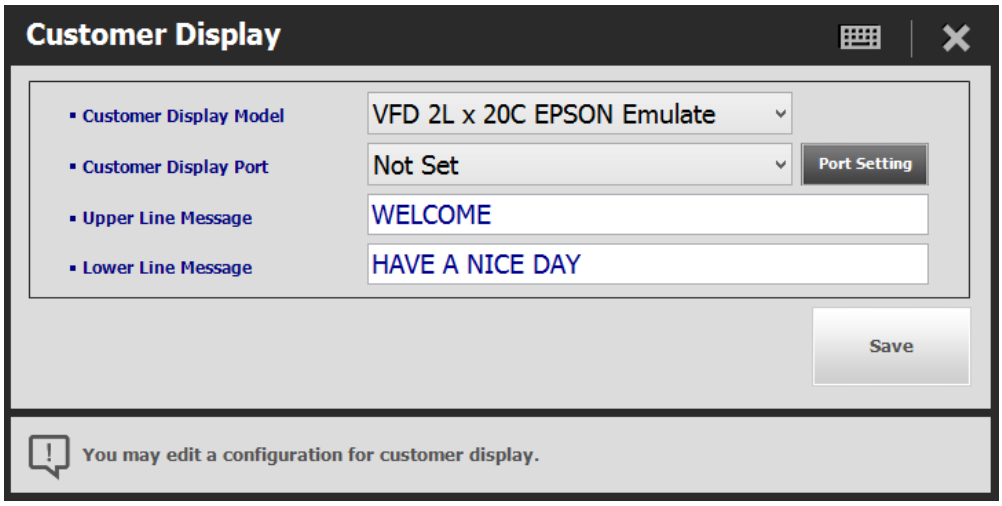


➔ There are four different kinds of printings:

1) *Receipt Print:* prints receipts.
2) *Customer Order Print:* prints customer's order. We usually use the same printer for both the receipt and order.
3) *Kitchen Order Print:* prints orders to the kitchen for cooking. You can use kitchen printers more than one based on menus. Before you use them, you should create the kitchen code (name).
4) *Label Print:* prints the Kitchen Order to the Label Print.
   Printer Name: Type in a printer name.
   Model Name: Select a printer model.
   Printer Port:
   - *Port:* set up a local port.
   - *Network / USB:* set up a network printer (note network configuration). Ex) \\computer name\shared name
   - *Port Setting:* serial port settings.

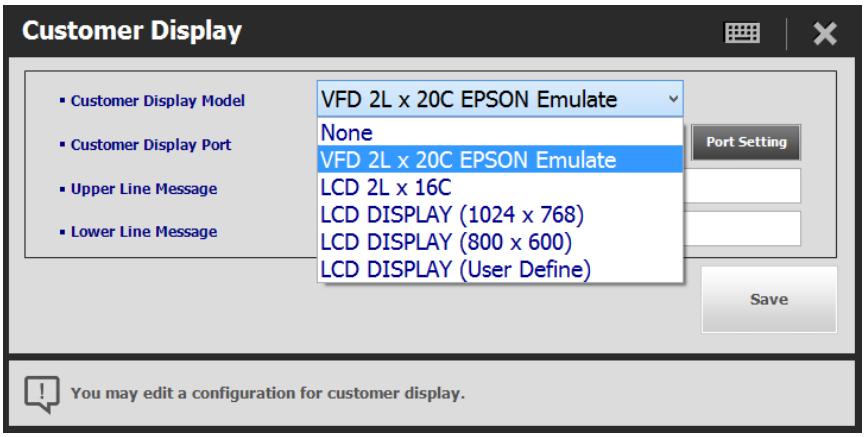
3) Customer Display (CDP)

➔ Setting customer display (CDP)



➔ For POS systems that CDP (VFD) is attached, please do settings as follow:

- Customer Display Model:
  - VFD 2L x 20C EPSON Emulate
  - LCD 2L x 16C
  - LCD DISPLAY (1024 X 768)
  - LCD DISPLAY (800 X 600)
  - LCD DISPLAY (User Define)

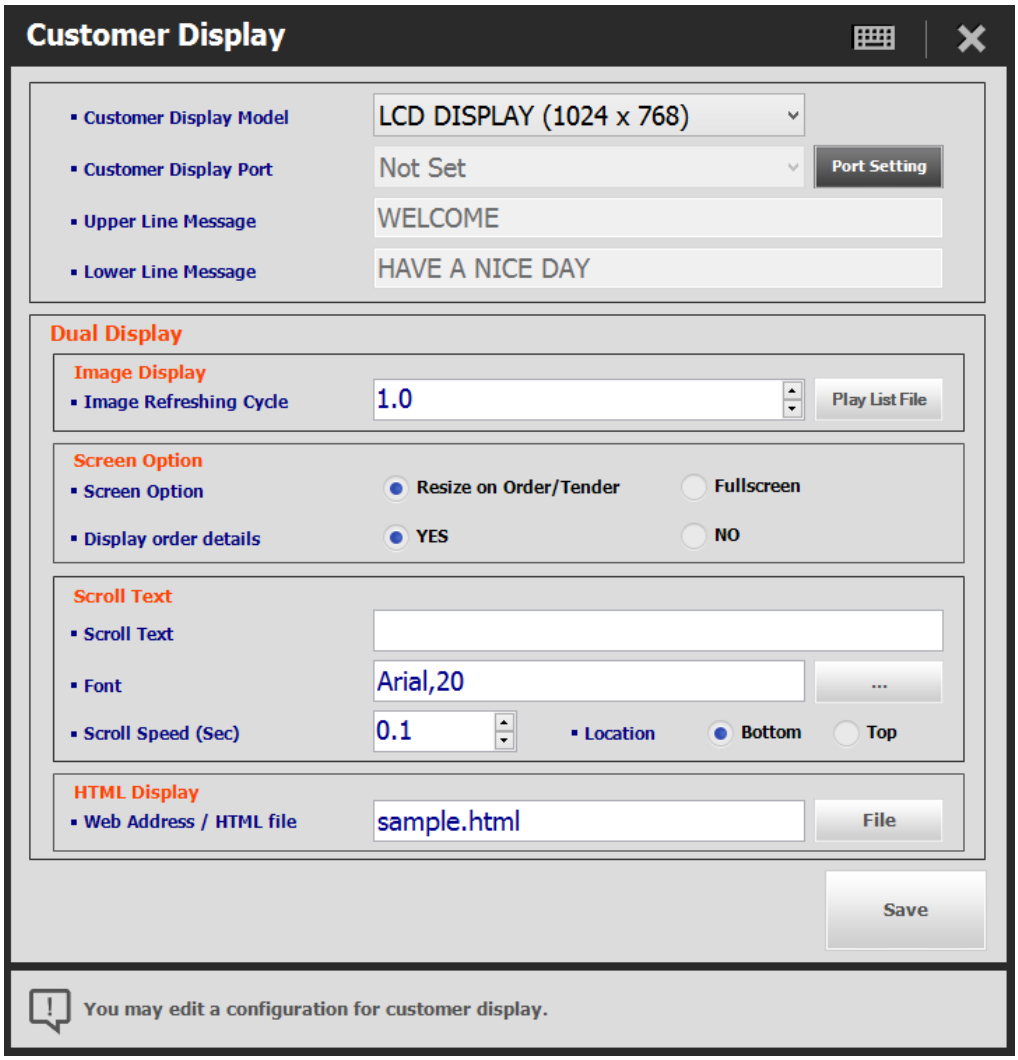


- *CDP Port:* selects a CDP port. For a serial device, click "Port Setting" button to set it up.
- *Upper Line Message:* displays a message on the upper line of CDP device.
- *Lower Line Message:* displays a message on the lower line of CDP device.

[Image 1] [POSBANK POS SYSTEM, AnyShop II Customer Display]

4) Dual Display

➔ **Setting Dual Display of CDP**



➔ When POS has the second display attached, you can display promotional images or videos, and also display order information when you take a payment.

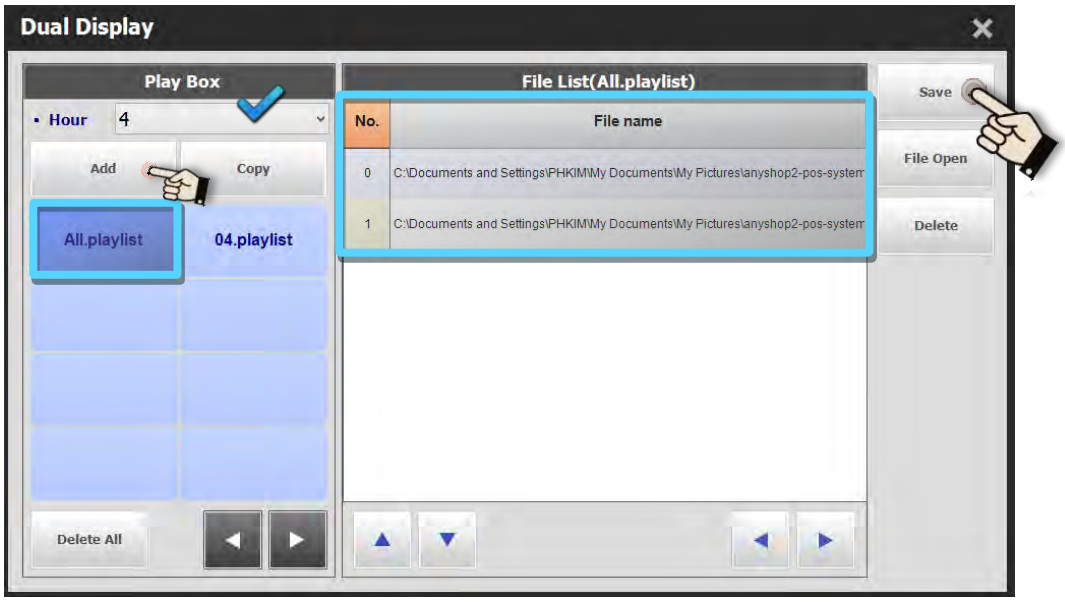
The schedules for displaying promotional images or videos can be managed hourly through *[Play List File]*, so can be configured with various images.

- Image Display
- Refresh Image Every: Image cycling period in seconds
- Play List File: Click this button for further settings of images and videos. Please refer to "Play List File Setting" on next page.

- Screen Option
- Screen Option
  A. Resize on Order/Tender: Automatically resizes screen to display order and settlement information.
  B. Fullscreen: Displays preset images and videos in full screen.
- Display order details: Check *[Yes]* to show the information when order is processed

- Scroll Text
- Scroll Text: the text to be displayed and scrolled on the screen
- Font: Font settings for the text
- Scroll Speed (Sec): Scrolling speed in seconds, scrolling from right to left
- Location: Position of the text (Bottom/Top)

➔ ***[Play List File Setting]***



You can play the whole images/videos identically, or play them in the scheduled time creating "Play Box".

Example 1: To play File List in all time

Step 1 : Select *[All]* in *[Hour]* section.
Step 2 : Click *[ADD]* button.
Then, "All.playlist" is created in Play Box.
Step 3 : After clicking "All.playlist", add files by clicking "File Open" button. The order of adding is the order of playing.

Step 4 : Click *[Save]* button to save the Play List File.

Example 2: To play File List in a certain period of time (ex: 18:00 ~ 18:59)

Step 1 : Select *[18]* in *[Hour]* section.
Step 2 : Click *[ADD]* button.
Then, "18.playlist" is created in Play Box.
Step 3 : After clicking "All.playlist", add files by clicking "File Open" button. The order of adding is the order of playing.
Step 4 : Click *[Save]* button to save the Play List File.

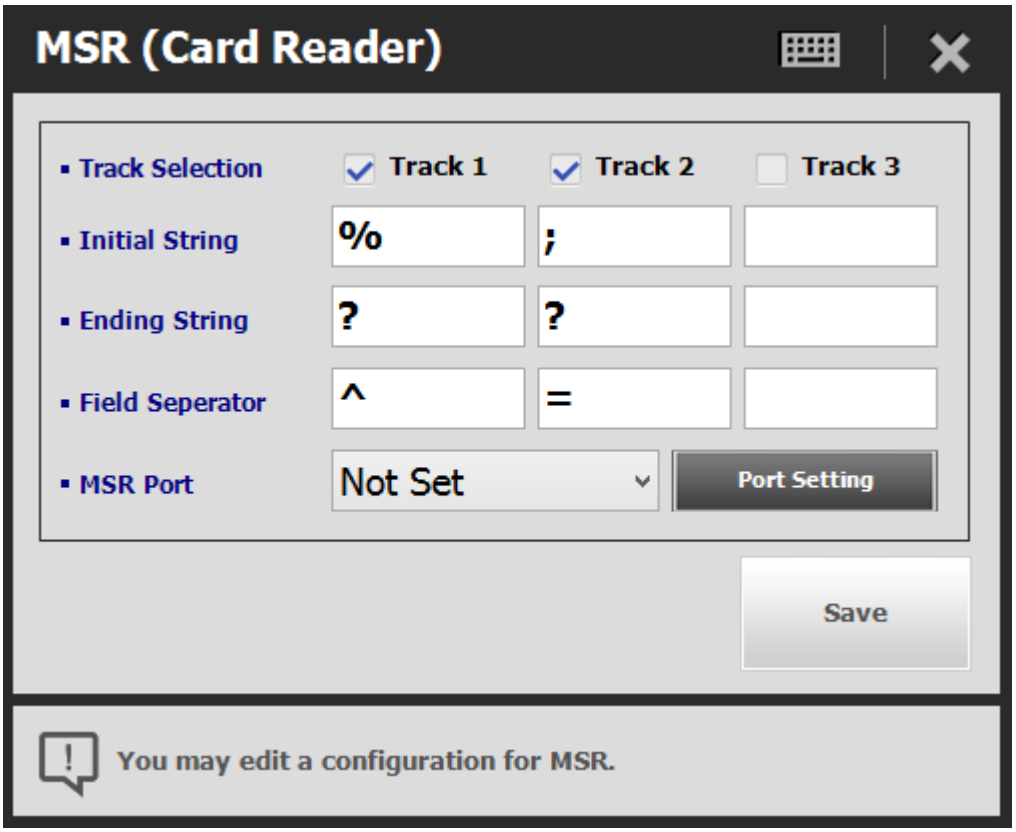
The same way will apply to different time frames.

Caution

To secure system's stability, do not make a single large sized file, but make video in a series of small files.

5) MSR (Card Reader)

➔ Setting basic information for MSR (Magnetic Stripe Reader)

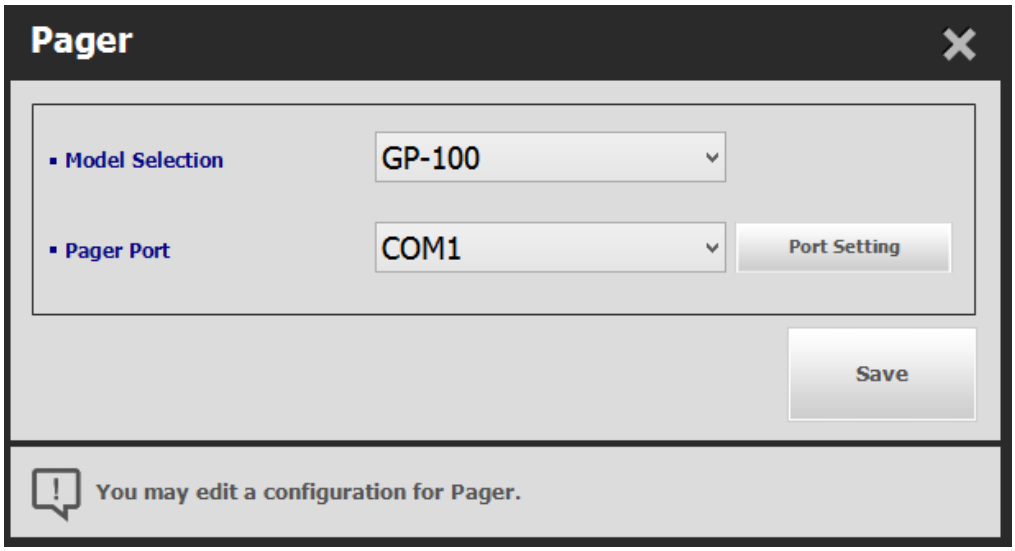


➔ In case of you use MSR (Magnetic Stripe Reader) on POS, you need to set up card reading information of which is given by a MSR manufacturing company. If the default values are different from yours, you should change them with your credit card information.

- Track Selection: Select tracks that you need: each country might have a different setting.
- Initial String, Ending String, Field separator: Enter the information that MSR manufacturers provide. For non-encrypted MSR, you can get the information by swiping the card in the Notepad.
- MSR Port / Port Setting: If the MSR is the serial device, you can select the port here, and set it up by clicking [Port Setting].

6) Pager

➔ **Setting Guest Pager**



➔ It's used for calling customers who are waiting for food and seats in Quick Serve and Dine-In respectively.

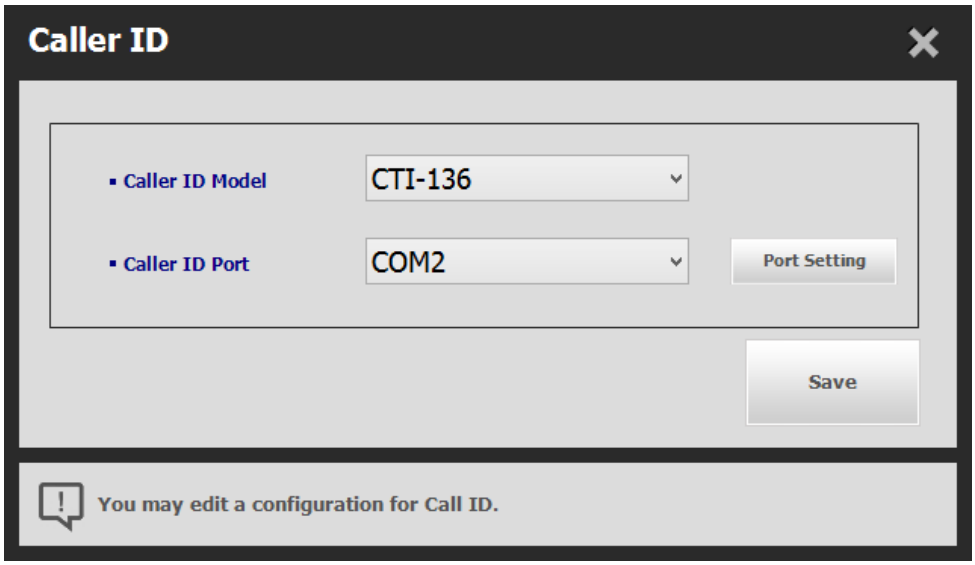
POPs Restaurant supports the serial device, model GP-100. The unique "Check No" and "Wait No" can be read and written arbitrarily.

- Model Selection: Select a Pager model.
- Pager Port: Select a port that is attached to the Pager.

---

7) Caller ID (CID)

➔ **Setting Caller ID**



➔ Caller ID is a supplemental equipment that automatically detects the telephone numbers that customers call in for orders.

POPs Restaurant supports the CID model CTI-136 (USB to Serial).

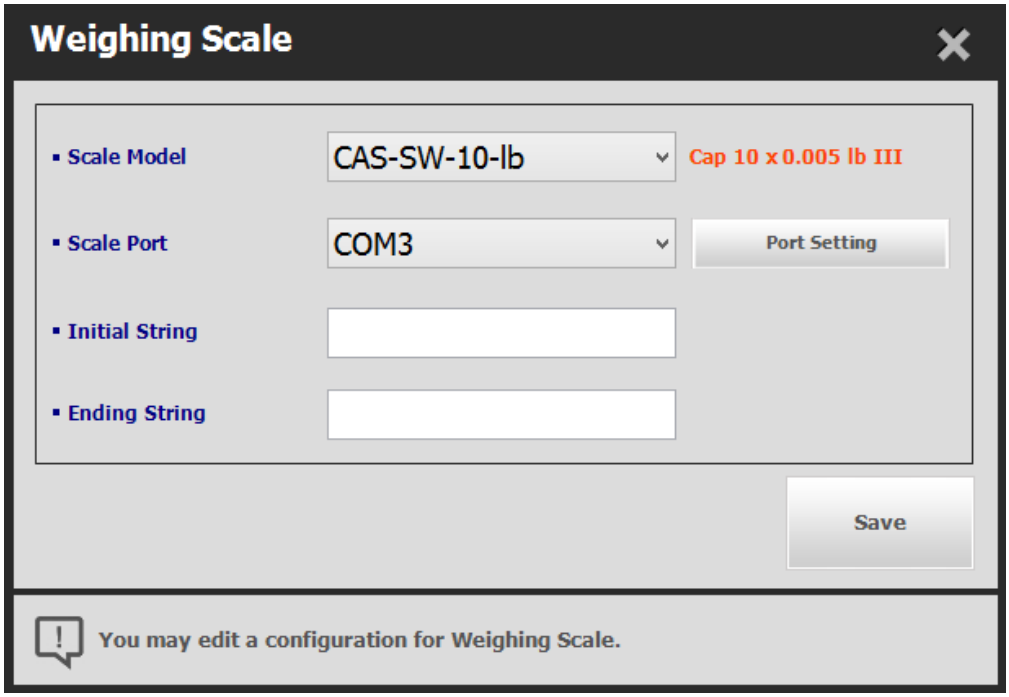
- Caller ID Model: Select a CID model.
- Caller ID Port: Select the serial port that is attached to the CID, and set it up by clicking "Port Setting".

Please refer to PART3 for practical application of CID (Delivery).

---

8) Weighing Scale

➔ Setting an electronic weighing scale for weighable menu items



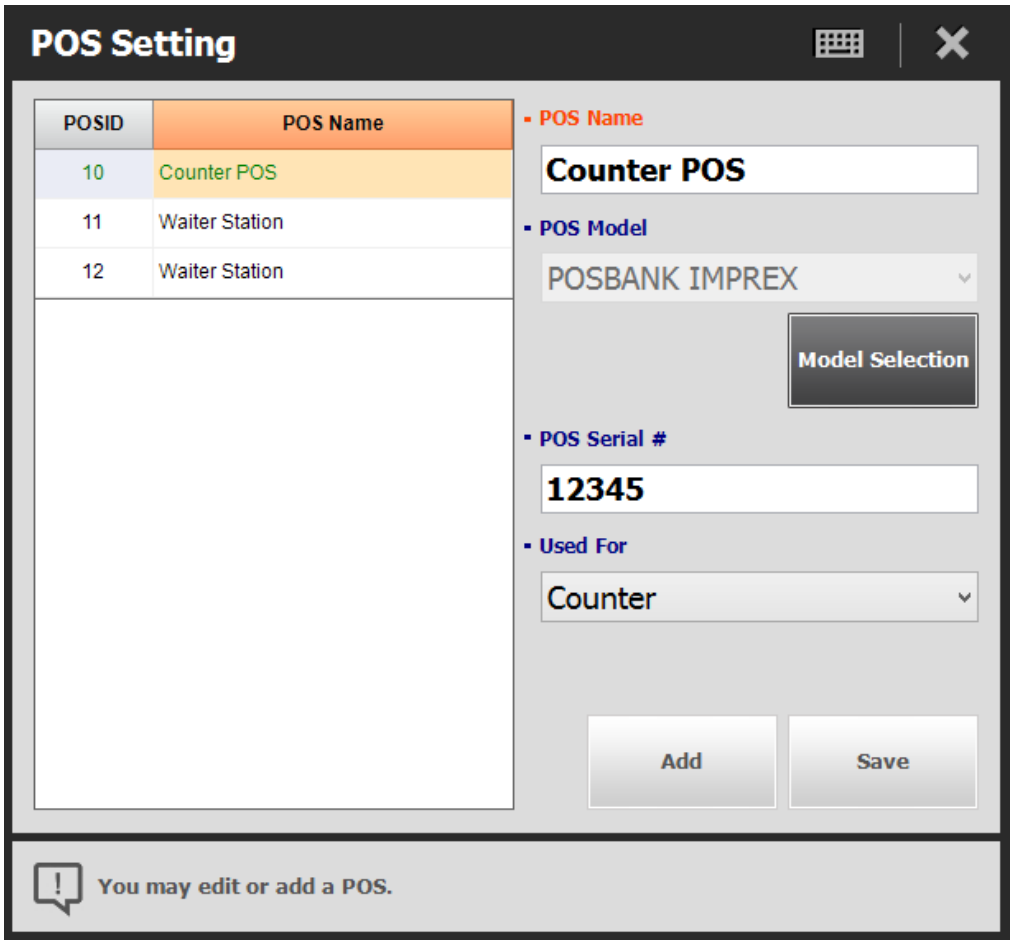
➔ POPs Restaurant supports following models:

AB6702, AB6710, AB6712, CAS-SW-10-lb, CAS-SW-10-oz, CAS-SW-20-lb, CAS-SW-20-oz, CAS-SW-50-lb, CAS-SW-50-oz, CAS-SW-5-lb, and CAS-SW-5-oz

- Scale Model: Select a scale model.
- Scale Port: Select the serial port that is attached to the Scale, and set it up by clicking "Port Setting".
- Initial String, Ending String: This information is given by manufacturers, and these fields are optional for certain scales.

9) POS Setting

➔ **Setting all POS systems in the store**



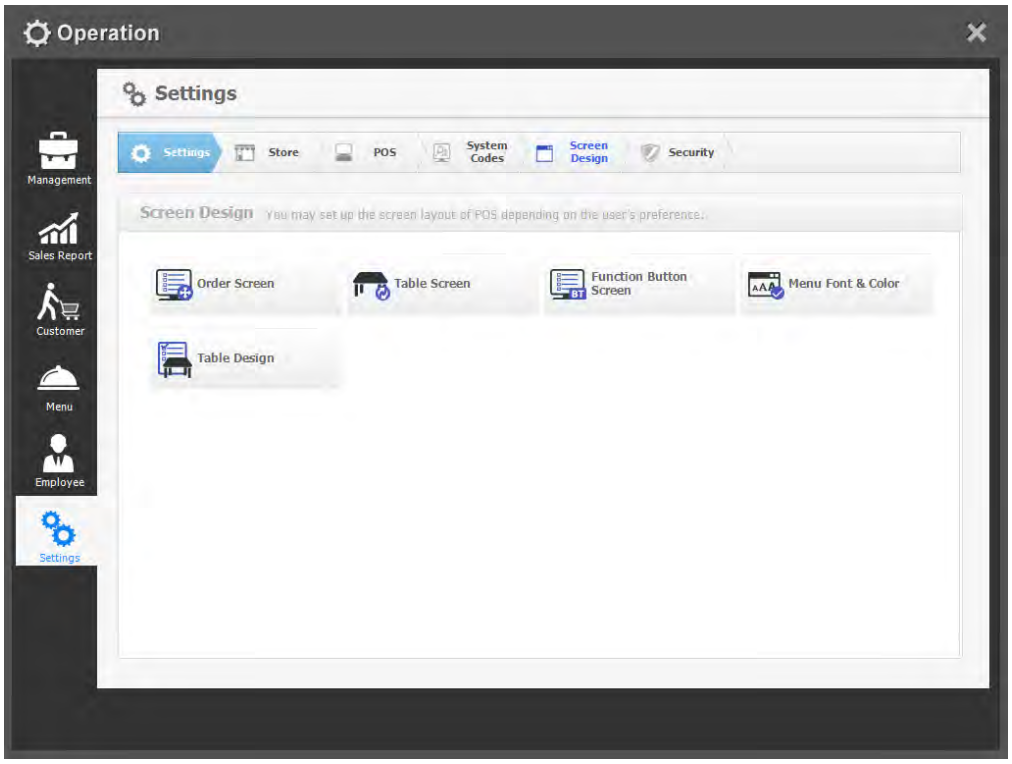
➔ **POS Info** is setting for the current active POS, and **POS Setting** is for setting the all POS systems in the store.

- POS Name: Enter the name of the POS.
- POS model: Enter the model of the POS
- POS Serial #: Enter the serial number of the POS.
- Used For: Select a purpose of the POS.

3. Screen Design

➔ You can configure screen layouts for Order Screen, Table Screen, Function Button Screen, Menu Font & Color, and Table Design.

Screen Design is the screen setting for using POPs Software more efficiently. You can configure the screen structure as you like with menus that you need.



1) Order Screen

[Configuring Order Screen]

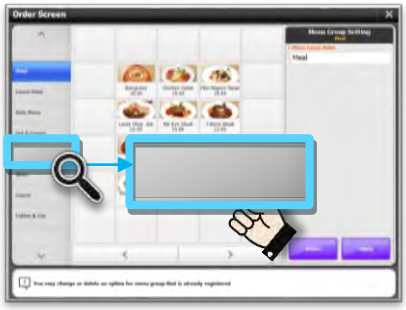
In *[Order Screen]*, you can create new menu groups and their menus items, or you can register existing items into the menu groups. Not only this, you can arrange and specify the locations of the menu groups and menus items.

Each section will be described in detail on the following pages.

[Configuring Menu Groups]

Menu Group Section in Order Screen:

- There can be ten menu groups per Oder Screen page.
- If there are more than ten groups, you can move to the next pages by clicking [∧] and [∨] icons.
- The page numbers are not limited, so you can register groups as much as you need.
- You can name the group names as you like.
- You can change font color and size of groups; cf. Menu Font & Color.
- You can directly come to this page by clicking *[F12]* button from the order screen.
- You can create new groups, change group names, and specify the locations of the groups.
- You can drag and drop menu groups to change locations: you can drag and drop even to different pages.



[Creating Groups]

Step 1 :
Select an empty button.

[Image 1. New Menu Group Setting Screen]

Step 2 :
When it shows the screen like the *[Image 1]*, enter a group name in Menu Group Name, and then click *[Add]* button.

If you check "Yes", the newly created menu group can also be the menu category or item category.

[Changing Group Names]

Step 1 :
Click the name of group that you like to change.

[Image 2. Menu Group Setting Screen]

Step 2 :
When it shows the screen like the *[Image 2]*, modify the the name in Menu Group Name, and then click *[Apply]* button.

[Changing Group Location]

Click a group you like to relocate, and then drag and drop at an empty button.

Menu Section in Order Screen

- There can be thirty menus per Oder Screen page.
- If there are more than thirty menus, you can move to the next pages by clicking [<] and [>] icons.
- The page numbers are not limited, so you can register menus as much as you need.
- You can change font color and size of menus; cf. (Menu Font & Color)
- You can set up images to the menus (supporting images: GIF, JPG, BMP and PNG).
- You can directly come to this page by clicking *[F12]* button from the order screen.
- You cannot specify menu's status like *[Out of Stock]* or *[Discontinued]*.
- You can place menus in the menu section by selecting the menus that have been registered
- You can place new menus at the same time you register.
- You can change menu's information such as name, unit price, kitchen printer, image, tax, and discount.
- You can change locations with drag-and-drop.

〈 How To Display Pre-registered Menus 〉

Step 1 : Select an empty spot in the menu section.

[Image 1. Menu Item Setting Screen]

Step 2 : When it shows the screen like the *[Image 1]*, check the *[Register existing items]*.

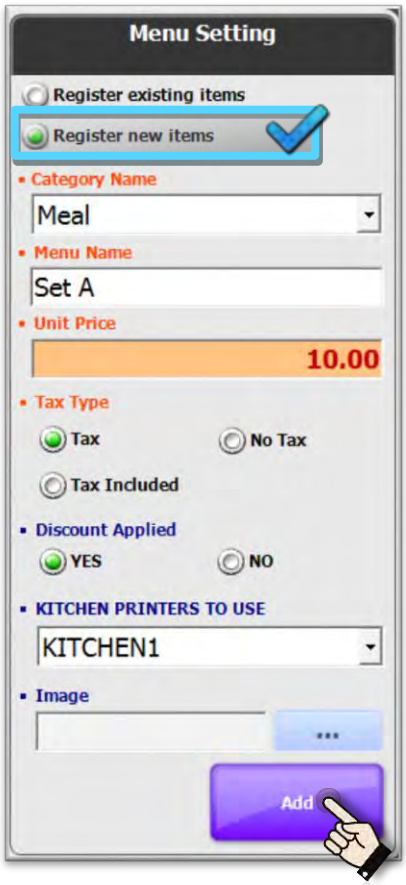
Step 3 : When you select a menu category the pre-registered menus in the category will be listed below. Then, click a menu you want to display on the spot you selected at Step 1.

Step4. By doing from Step1 through Step3, menus are saved, so you don't have to do further actions to save them.

- The menu images are displayed ONLY when they are registered.

〈 How To Register and Display New Menus 〉

Step 1 :
Select an empty spot in the menu section.



[Image 2. New Menu Item Setting Screen]

Step 2 :
When it shows the screen like the *[Image 2]*, check the *[Register new items]*.

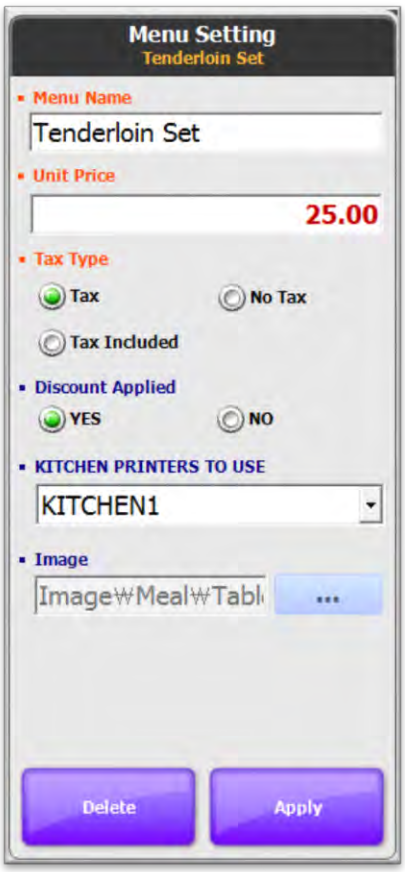
Step3 :
Enter the new menu information.

- Category Name: Select an item category or menu category.
- Menu Name: Type in menu name.
- Unit Price: Type in unit price
- Tax Type: Check tax type
- Discount Applied: Check Discount Applied
  Kitchen Printers to use: Select a printer.
- Image: Select an image to be displayed in the menu section.

Step 4 :
Click *[Add]* button to save settings.

〈 How To Change The Basic Information of Menus 〉

Step 1 :
Select the menu you want to change.

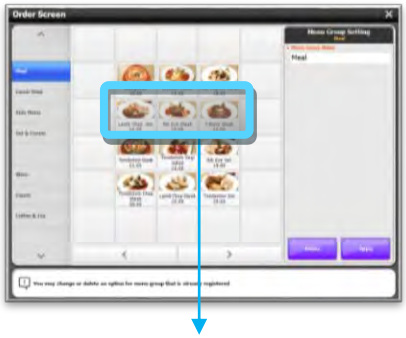


Step2 :
Modify the information.
(You can change more details of menu information at Menu ➔ Menu Registration.)

Step 3 :
Click *[Apply]* button to save the information.

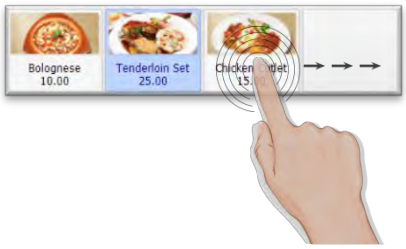
- Click *[Delete]* button to delete the menu from the menu group.

< How To Change Menus Location >



Method 1 : Moving to an empty spot

Step 1 :
Select the menu you'd like to move.



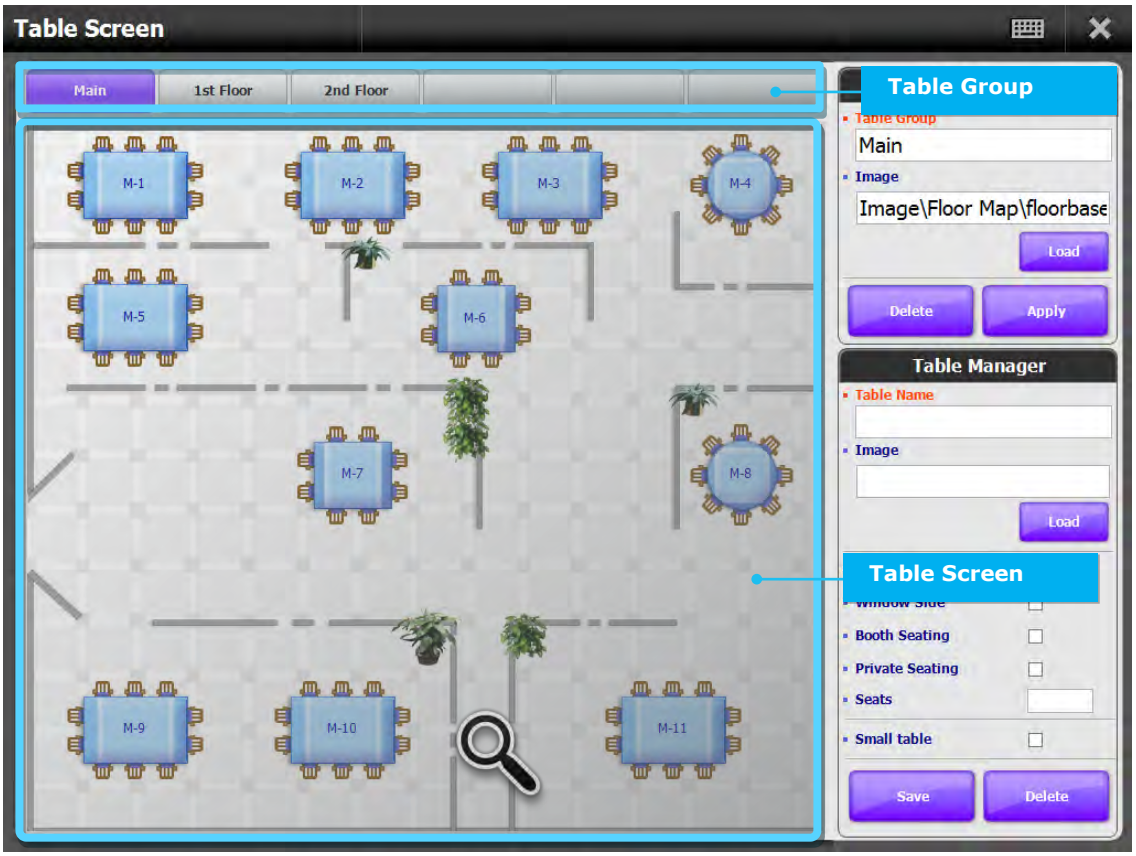
Step 2 :
Drag it to an empty spot, and drop it.

Method 2 : Swapping menus

Step1 :
Select the menu you'd like to move.

Step 2 :
Drag it to another menu, and then drop it.

2) Table Screen



➔ **Configuring Table Screen:**

- You can make table groups up to six.
- You can change table group names as you like.
- The numbers of tables are not limited to be displayed on the Table Screen, but you should consider the simplicity and convenience for users.
- You can directly come to this page by clicking *[F12]* button from the order screen.
- You can modify existing Group names, or create new Group names by clicking the table group buttons.

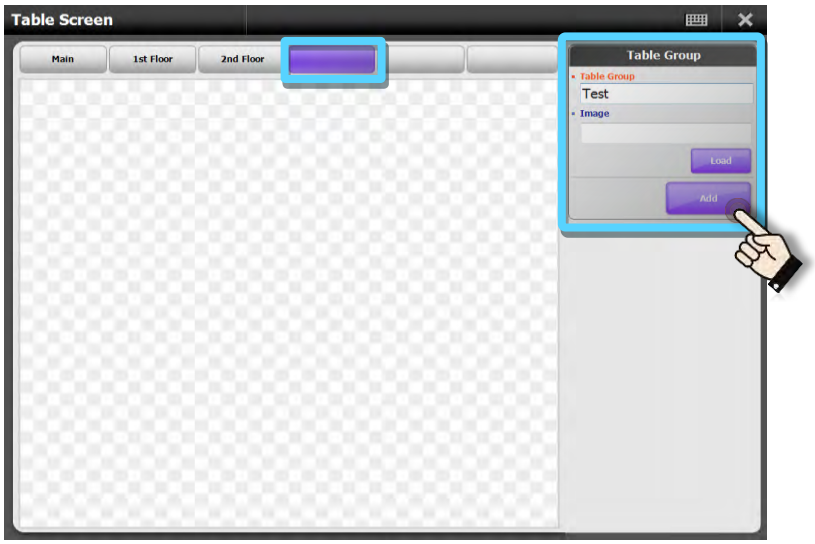
➔***Tip***

1) Click [Load] button to load floor map and table images.
2) Click *[Delete]* button to delete a Table group: all table information in the group will be deleted.
3) Click *[Apply]* button to save information about newly created group or modified group.

[*Example: Configuring Table Group*]

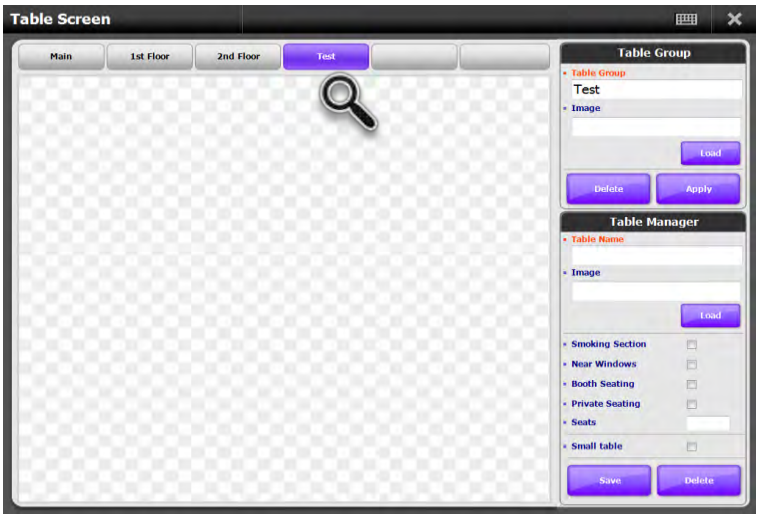
Step 1 :

➔ Click an empty tab in the Table Group section, and then type "Test" in Table Group.



➔ Step 2 :

Click *[Add]* button, and the "Test" table group is added.



➔ Step 3 :

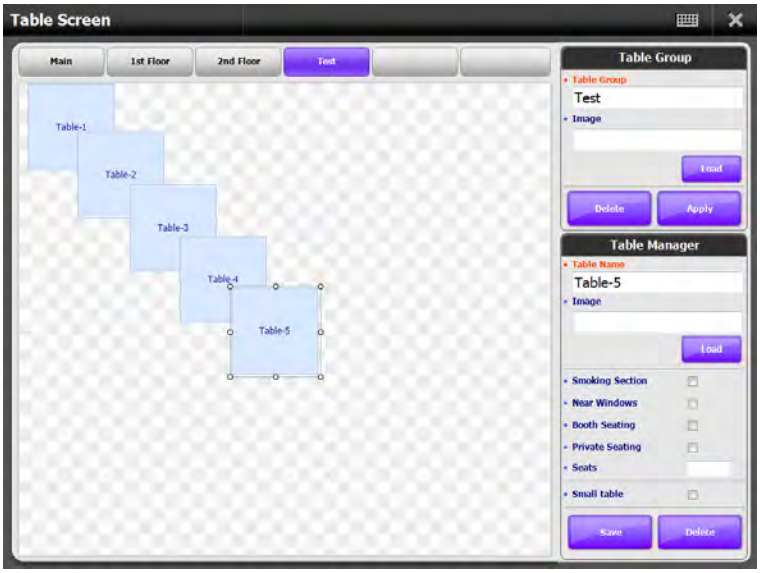
To add floor map to the Table Screen, Click [*Load]* button, and select an image. Then, clock "Apply" button.

To delete table group, click a table group you'd like to delete, and then click "Delete" button in Table Group section: all tables and floor map will be wiped away.

➔ Step 4 :

Click five times on the Table Screen to add five tables.

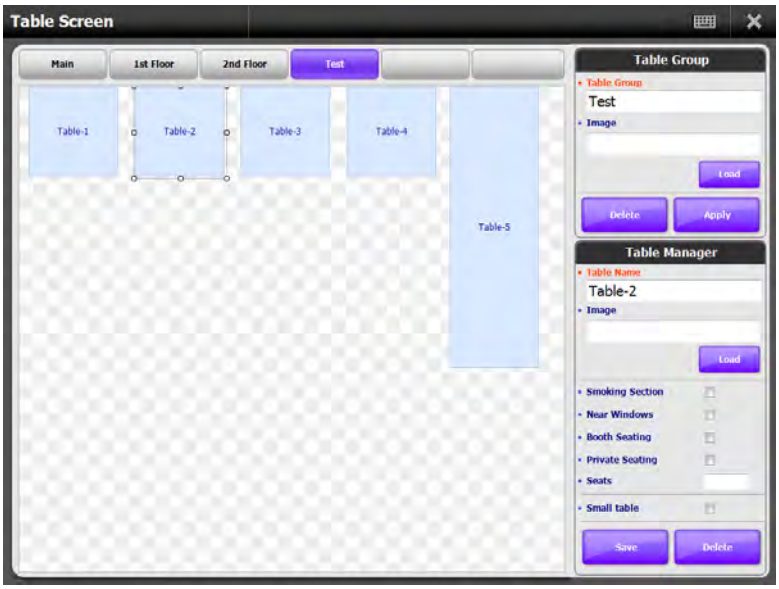
[Image 1] is the screen that the five tables were created by clicking five times on the Table Screen.



[Image 1] Adding Tables by Clicking on the Table Screen

➔ Step 5 :

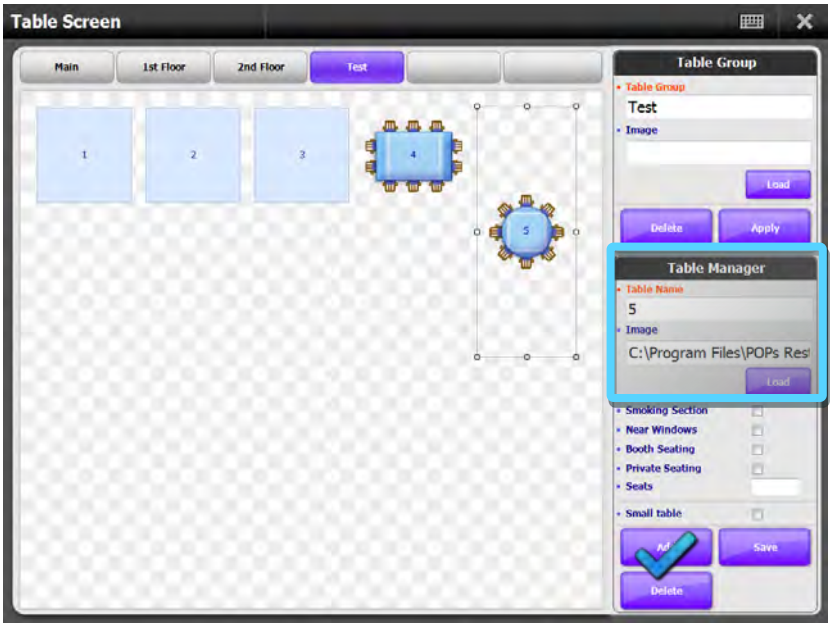
Rearrange those tables by draging and dropping, and resize them by dragging handles (little squares).



➔ Step 6 :
To rename the table name, click a table, and then type the name you like in the Table Name field in the Table Manager section; cf. Image 2.

➔ Step 7 :
To add an image for a table, click a table, and then click "Load" button. When Open dialog box appears, select an image for the table; cf. Image 2.

In [Image2], we renamed the tables as 1, 2, 3, 4, and 5, and set up the images for table 4 and 5.

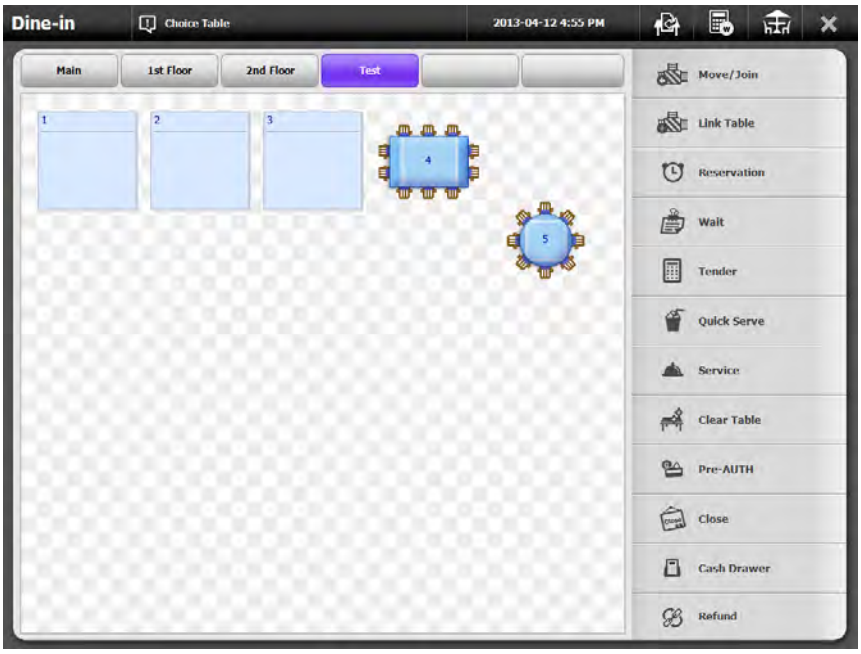


[Image 2]

Tip When you install POPs Restaurant, the sample images that you can freely use are saved at "\POPs Restaurant\image\table\".

➔ Step 8 :
Click *[Save]* button in *[Table Manager]* section to save the settings.

In Dine-In, you can see that the settings are applied as the following image:



(Please refer to [Table Design Setting] for more settings on tables)

NOTE:
While you are adding tables and before saving them, if you click the "Delete" button in the [Table Manager] section, all the tables will be deleted.

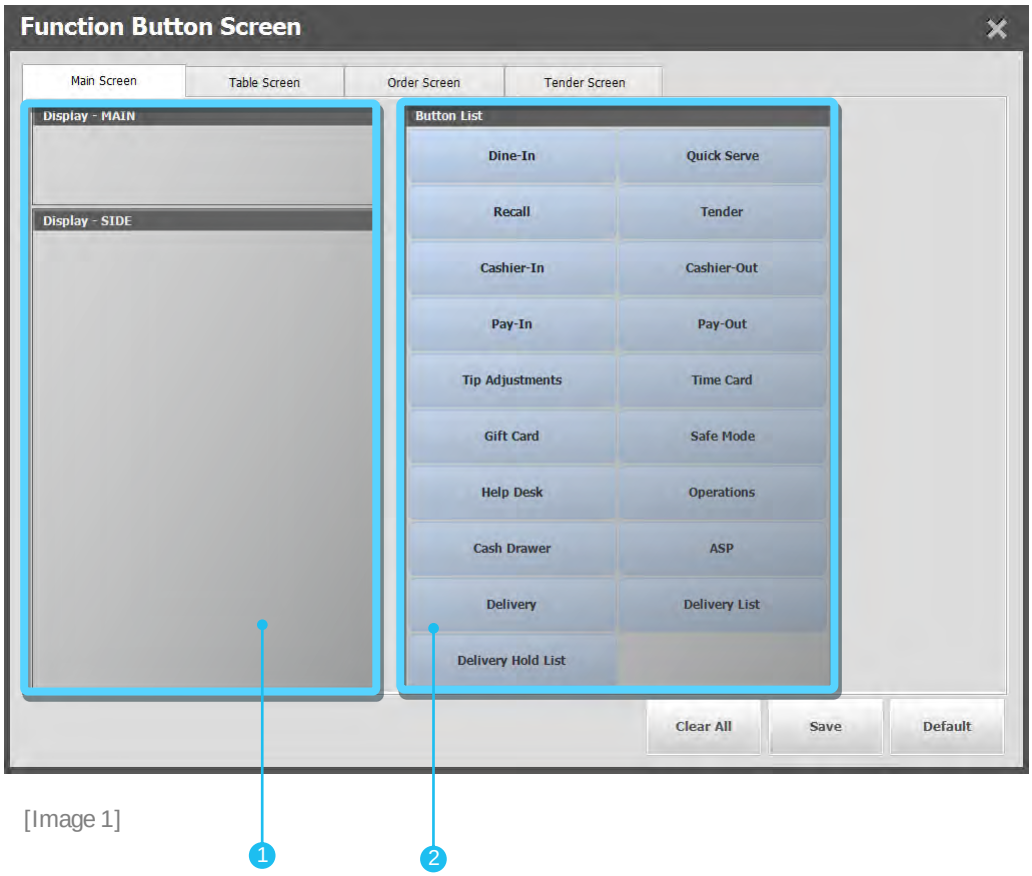
If you like to delete tables individually, save them first. And, to delete existing tables or saved tables one by one, click a table and click the [Delete] button in the Table Manager section.

3) Function Button Screen

➔ Configuring main *[Function]* buttons of *Main Screen, Table Screen, Order Screen, and Tender Screen*. You can configure *[Function]* buttons differently on each POS.

Tip Because the very beginning default configuration of *[Function]* buttons is the setting for the main POS system, the other POS systems do not have their own default settings. Therefore, you may reconfigure *[Function]* buttons for other POS systems.

➔ ***[Example: Configuring Table Group]***



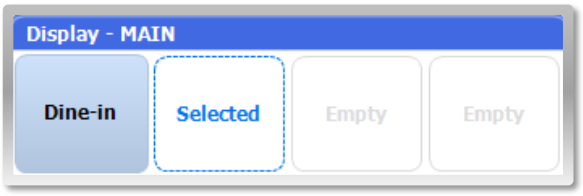
[Image 1]

➔ The functions on the left pane (#1 in Image 1) will be displayed on the screen in the same order, and the functions on the right pane (#2 in Image 1) are the available buttons.

➔ Step 1 :
Click an empty button on the left pane. When you click it, it's outlined with a dotted line as follows.

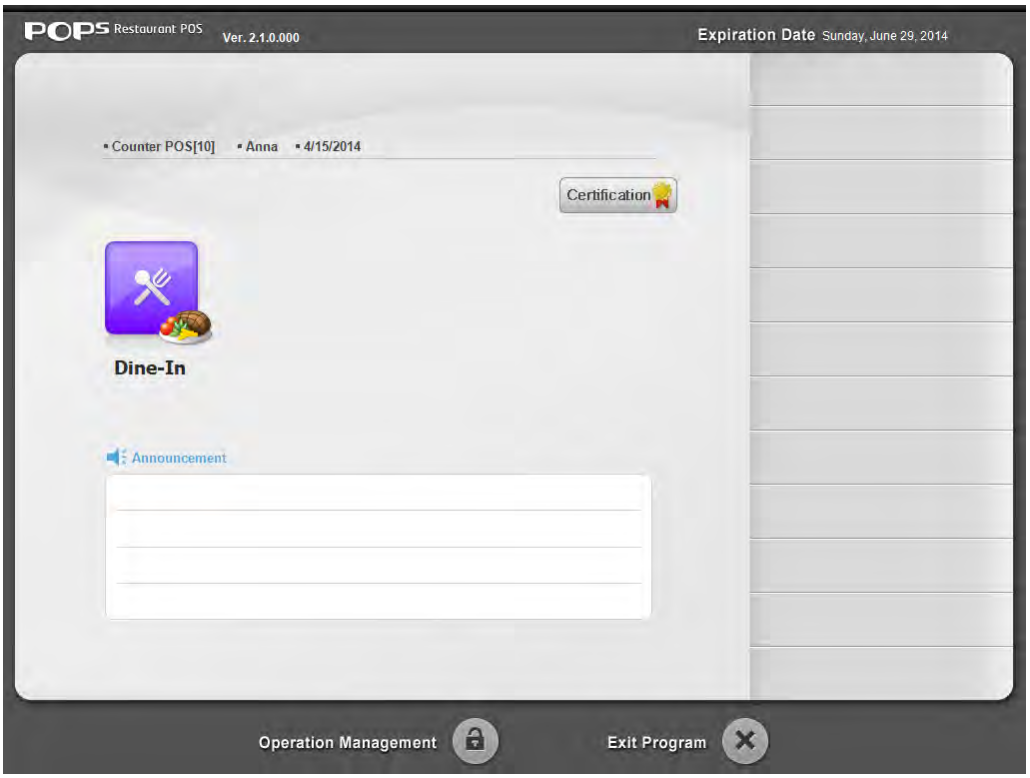
➔ Step 2 :
Click a button on the right.

For example, we click "Dine-In" in the right pane, and the "Dine-In" button is placed in the left pane as follows:



And then, the next empty button is automatically outlined with the dotted line, waiting for another new button. You can keep clicking buttons in the right pane, and the buttons are placed one after another in the left pane.

➔ *Step 3 :*
Click *[Save]* button to save your settings.



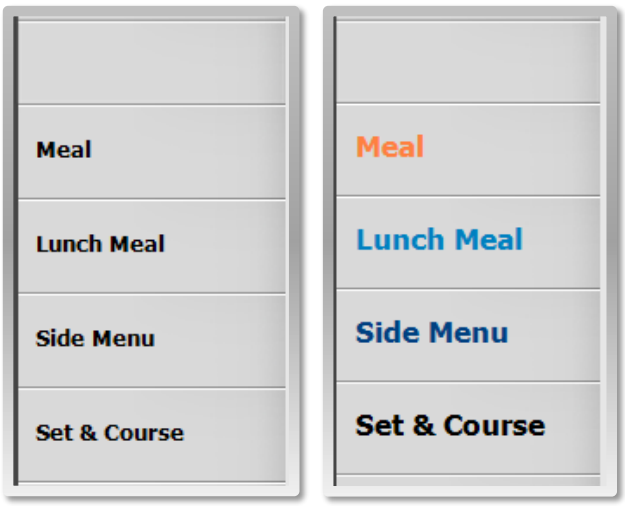
[Image 1] Main Screen That "Dine-In" Button Was Applied

Tip [Clear All] button: It clears up the all function buttons you've added into the left pane.

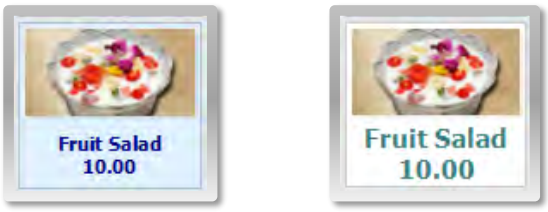
4) Menu Font & Color

➔ You can set up the font size and color of menus (items) of Order Screen.

➔ You can set up the font size and color of the menu categories (groups) in *[Menu Group Design Setting].*



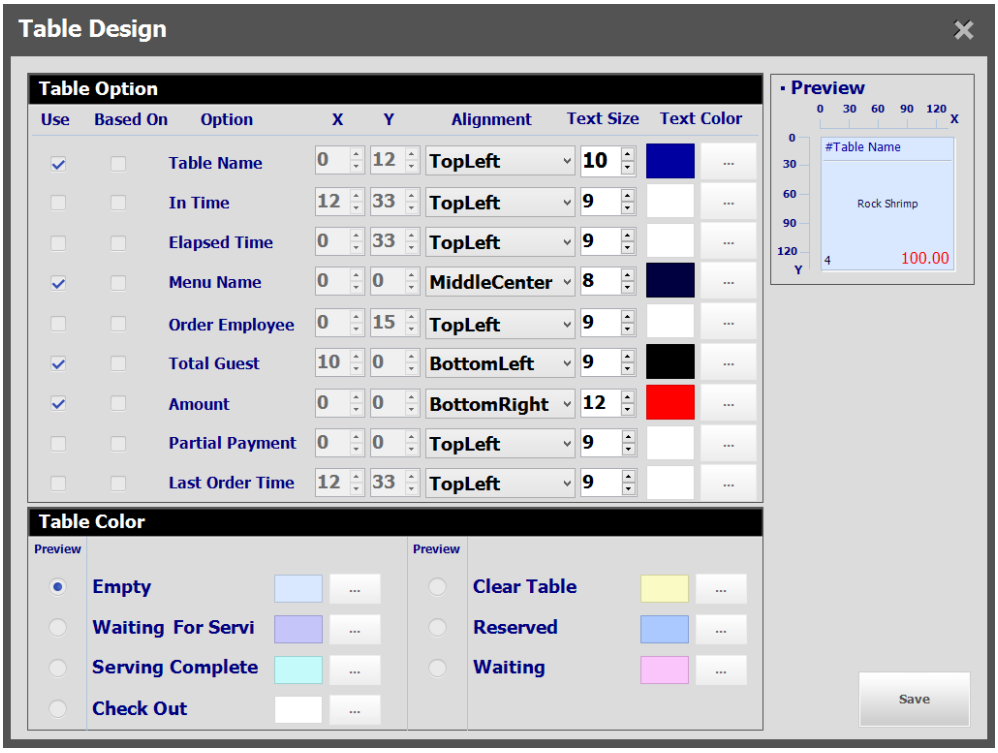
- You can set up the font size and color of the menus in "Menu Design Setting". The font size will be applied uniformly, but you can set up the color selectively for each menu.



---

5) Table Design Setting

➔ You can set up the information and color that are displayed on the tables.



➔ There are eight kinds of information that display on the table. You can change locations, font size, and font color of the information in order to identify them easily.

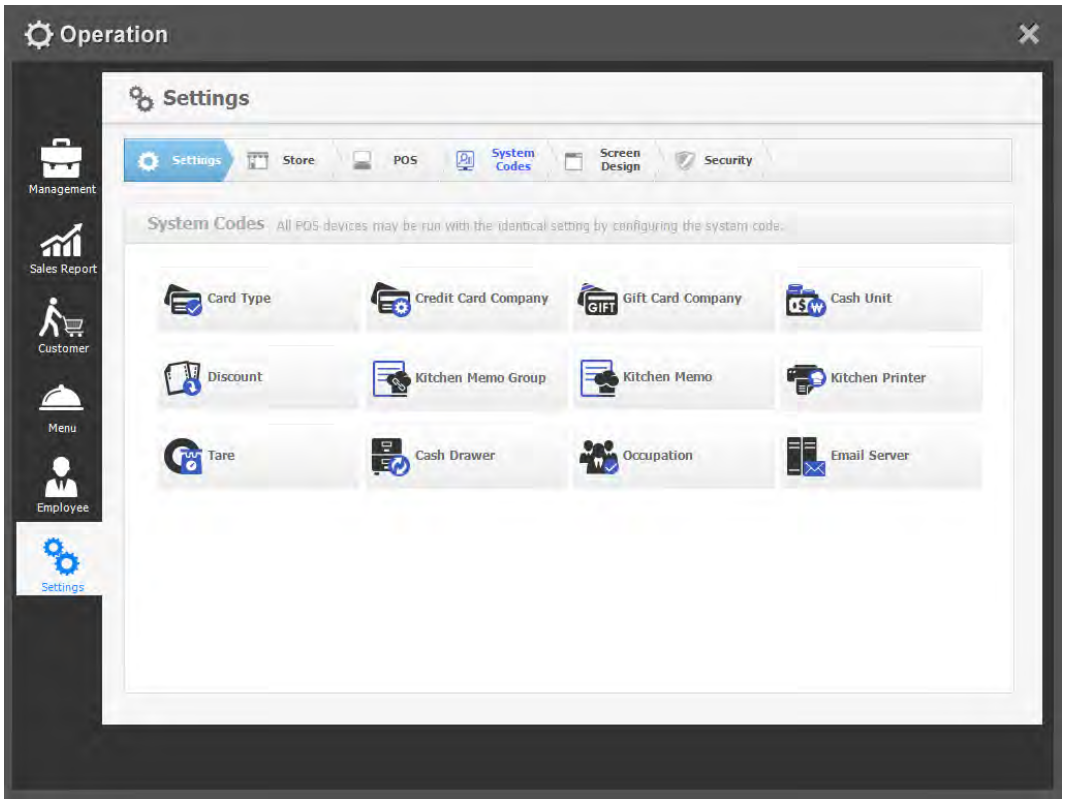
Table Option	
Name	*Description*
Table Name	Table name
In Time	The beginning time of order
Elapsed Time	The elapsed time of the order
Menu Name	The menu name of the order
Order Employee	The employee's name who took the order
Total Guest	The number of guests
Amount	The total amount due
Partial Payment	Partial payment amounts
Last Order Time	Display the last order time on the table.

➔ By setting the table color, you can identify the status of the table fast and easily.

4. System Codes

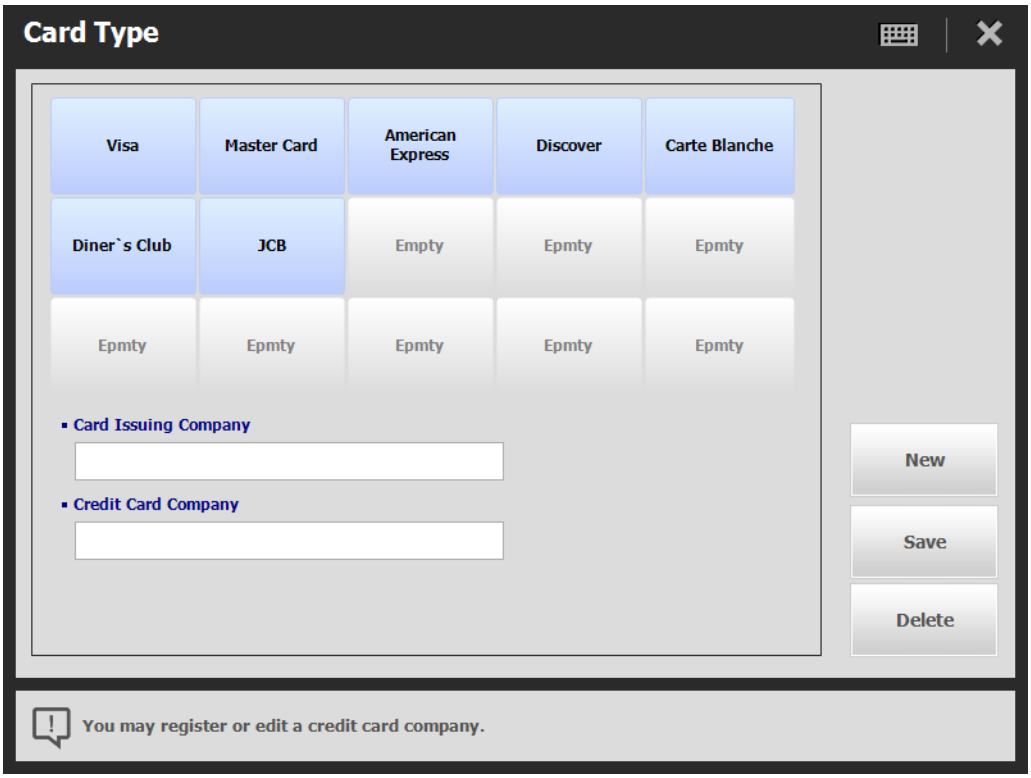
➔ You can configure system codes for Card Type, Credit Card Company, Gift Card Company, Cash Unit, Discount, Kitchen Memo Group, Kitchen Memo, Kitchen Printer, Tare, Cash Drawer, and Occupation.

Setting default values for the POPs Restaurant application. It applies to all over the POS system.



1) Card Type

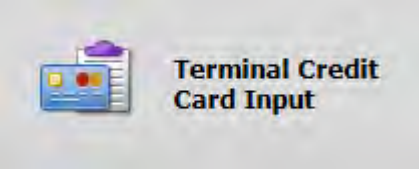
➔ Managing card types:
One of these types can be selected at the tendering time by "Terminal Credit Card Input".

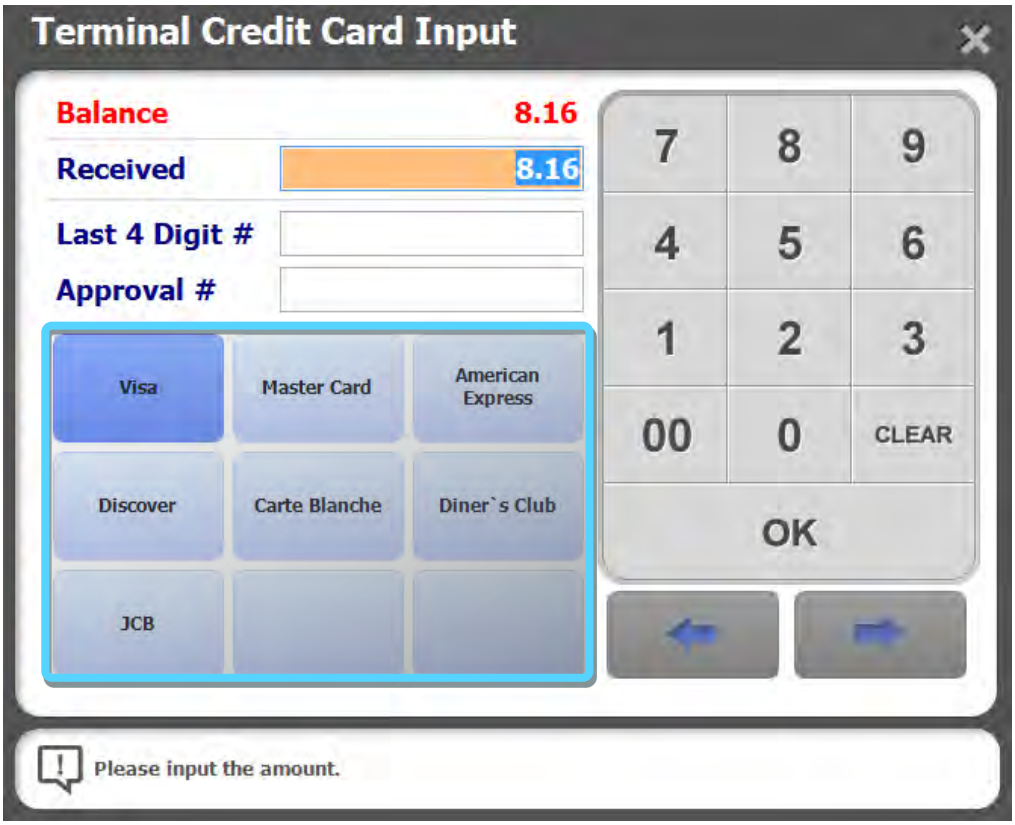


- *To register*: click *[New]* and *[Save]* buttons respectively after entering the card issuer and card company name.
- *To delete*: select one of card types, and click *[Delete]* button.
- *To edit*: select one of card types, and then click *[Save]* button after you enter the card issuer and card company name.

- When you click *[New]* or *[Empty]* button, it also enters into the registration mode.

➔ You can confirm your settings at "Terminal Credit Card Input".

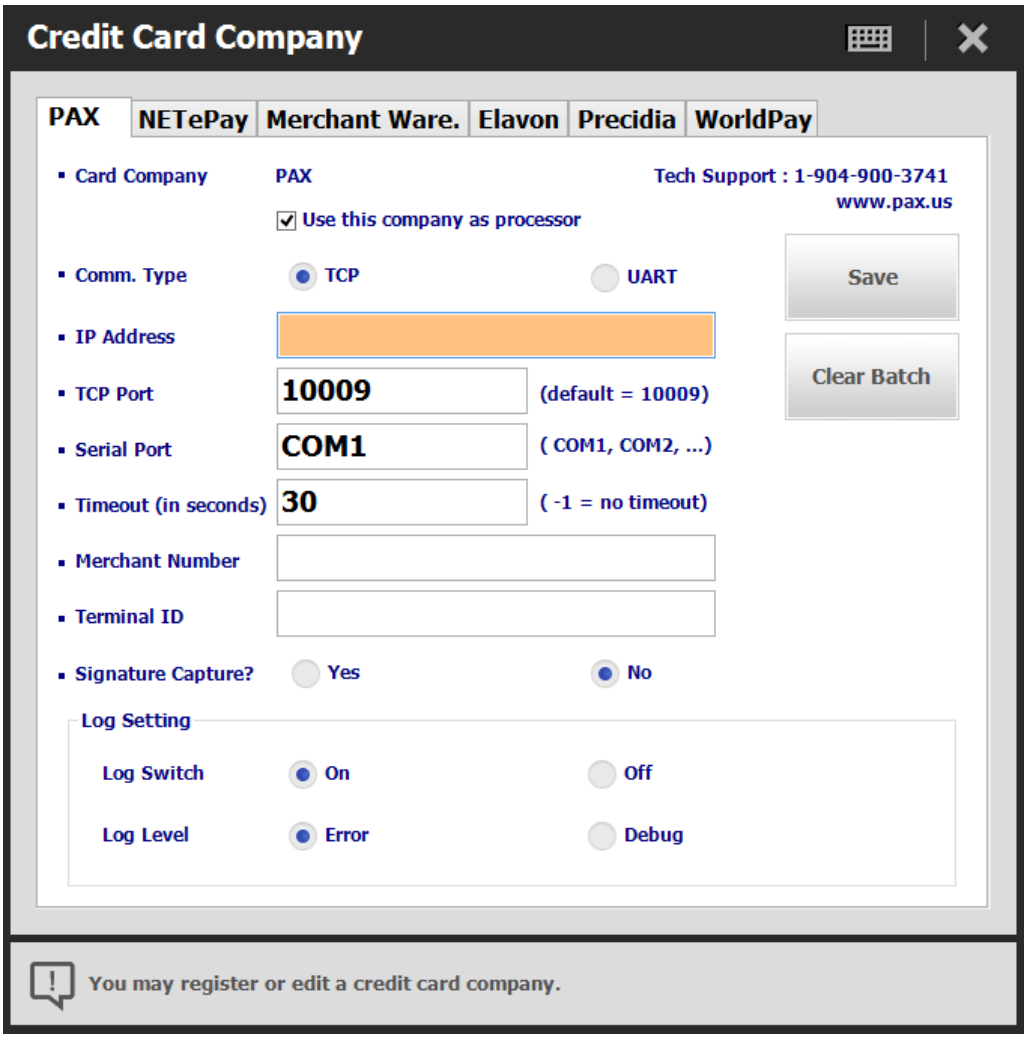




2) Credit Card Company

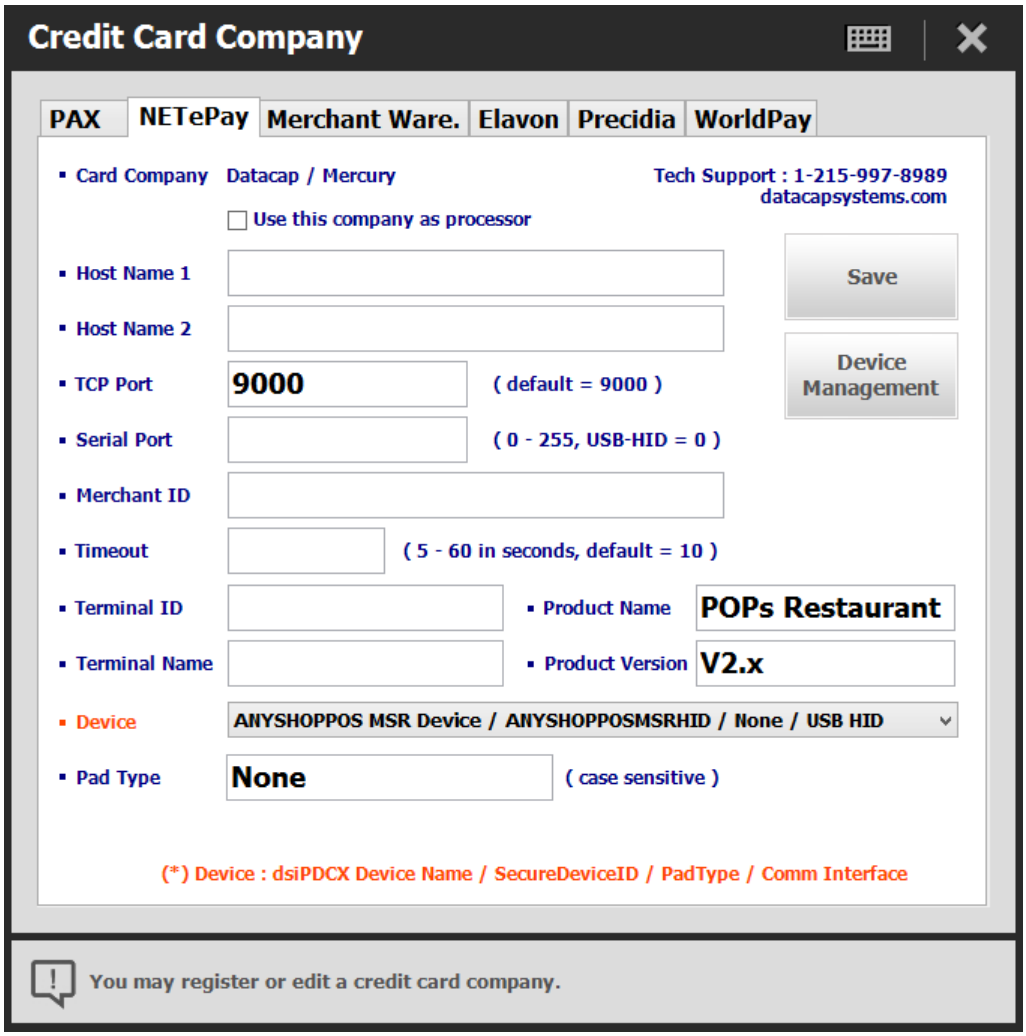
➔
- At the time of this writing, there are six card companies such as PAX, NETePay (Datacap/Mercury…), Merchant Warehouse, Elavon, Precidia, and WorldPay. More companies will be added.
- Multiple processors are not allowed to be used.
- To select a company as a processor, please check "Use this company as processor".

< PAX >



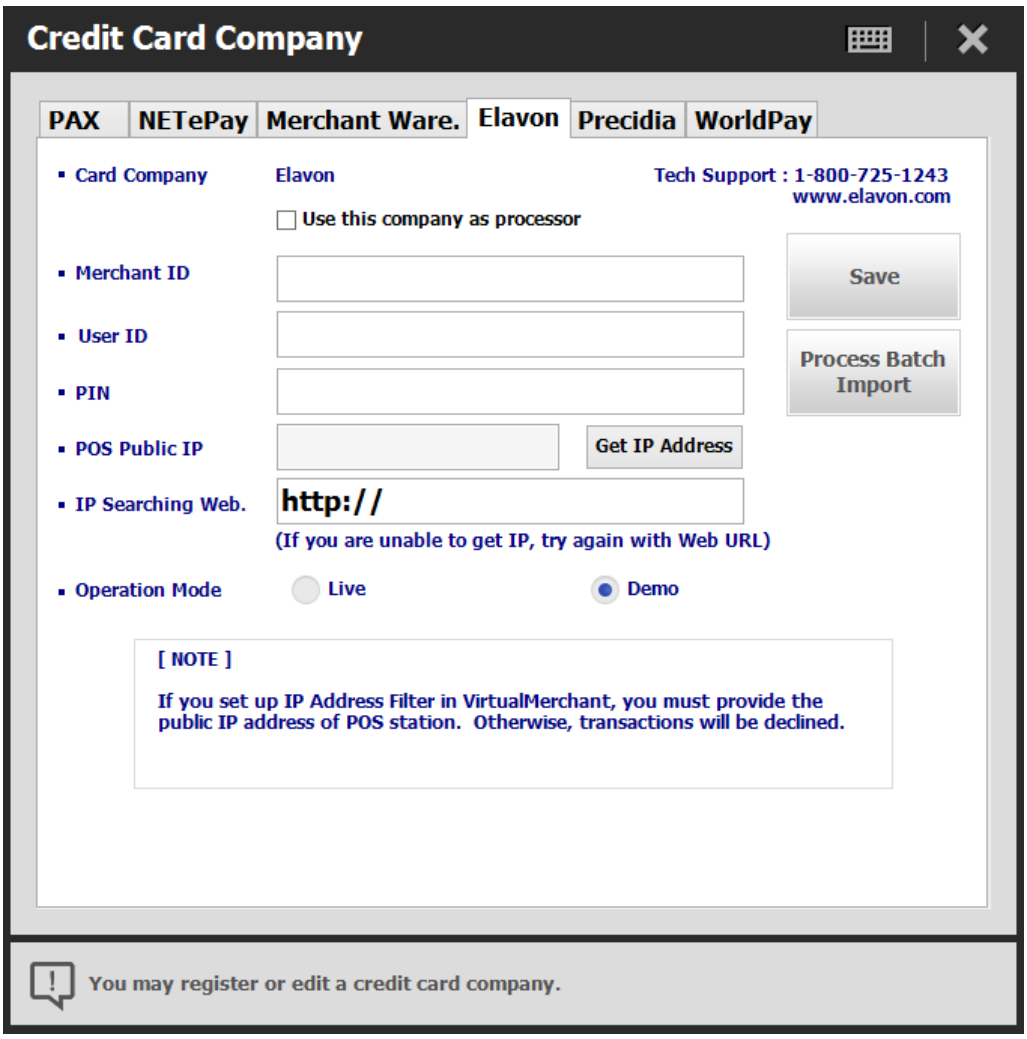
- Comm. Type: This is the communication type. There are two types: TCP and UART. TCP is for ethernet terminal or device, and UART is for serial terminal.
- IP Address: This is the IP Address of the terminal.
- TCP Port: It's the port of the ethernet terminal. The default port is 10009.
- Serial Port: It's the port of the serial terminal. The default port is COM1.
- Timeout (in seconds): You can enter digit numbers in seconds. -1 (minus one) means no timeout.
- Merchant Number: It might be given by PAX.
- Terminal ID: It might be given by PAX.
- Signature Capture?: You can enable or disable the signature capture feature on the terminal: it applies ONLY to the terminal that has the signature capture feature.
- Log Setting:
  - Log Switch:
    - On: Activities are logged.
    - Off: No activities are logged.
  - Log Level:
    - Error: logs only for errors.
    - Debug: Not only errors, but also other activities.
- [Clear Batch] button: If transactions, that are useless, remain in the terminal, you need to clean up by clicking [Clear Batch] button. if transactions remain in the terminal, you can't update the application of the terminal.

< NETePay >



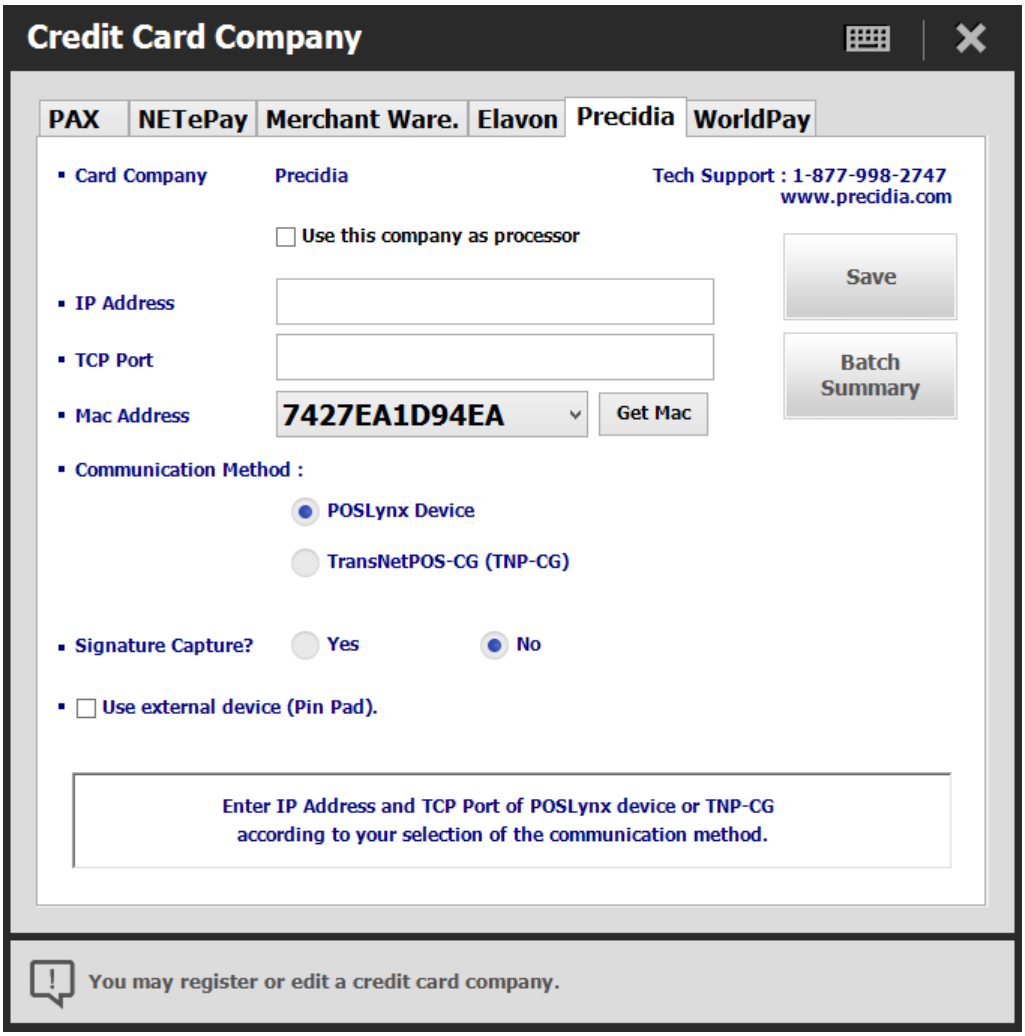
- Host Name 1: It's the URL of the primary host server.
- Host Name 2: It's the URL of the secondary host server.
- TCP Port: It's the port of the device. The default port is 9000.
- Serial Port: It's the serial port. If the device uses a serial port, and connects to COM1, please enter 1 (one) in the field. If the device is USB-HID, enter 0 (zero).
- Merchant ID: It's given by the processor.
- Timeout: You can enter numbers in seconds between five to sixty. The default value is 10 (ten).
- Terminal ID: You can put any ID.
- Termianl Name: You can put any name.
- Product Name: It always must be "POPs Restaurant" unless otherwise we pronounce a new product name.
- Product Version: It always must be "V2.x" unless otherwise we pronounce a new verion.
- Device: You can select a device that matches your device. If you can't find the device that you need, please ask the administrator.
- Pad Type: When you select a device, Pad Type is populated automatically.

< Elavon >



- Merchant ID: Assigned by Elavon.
- User ID: Assigned by Elavon
- PIN: Assigned by Elavon
- POS Public IP: If you set up IP Address Filter in VirtualMerchant of Elavon, you must provide the public IP address of POS station. Otherwise, transactions will not be approved.
- IP Searching Web: If you cannot get your public IP address even though you click the *[Get IP Address]* button, enter a website address here that searches IP addresses. And then, click *[Get IP Address]* button.
- Operation Mode: If you want to test, then select *[Demo]*. Otherwise, select *[Live]* for real transactions.

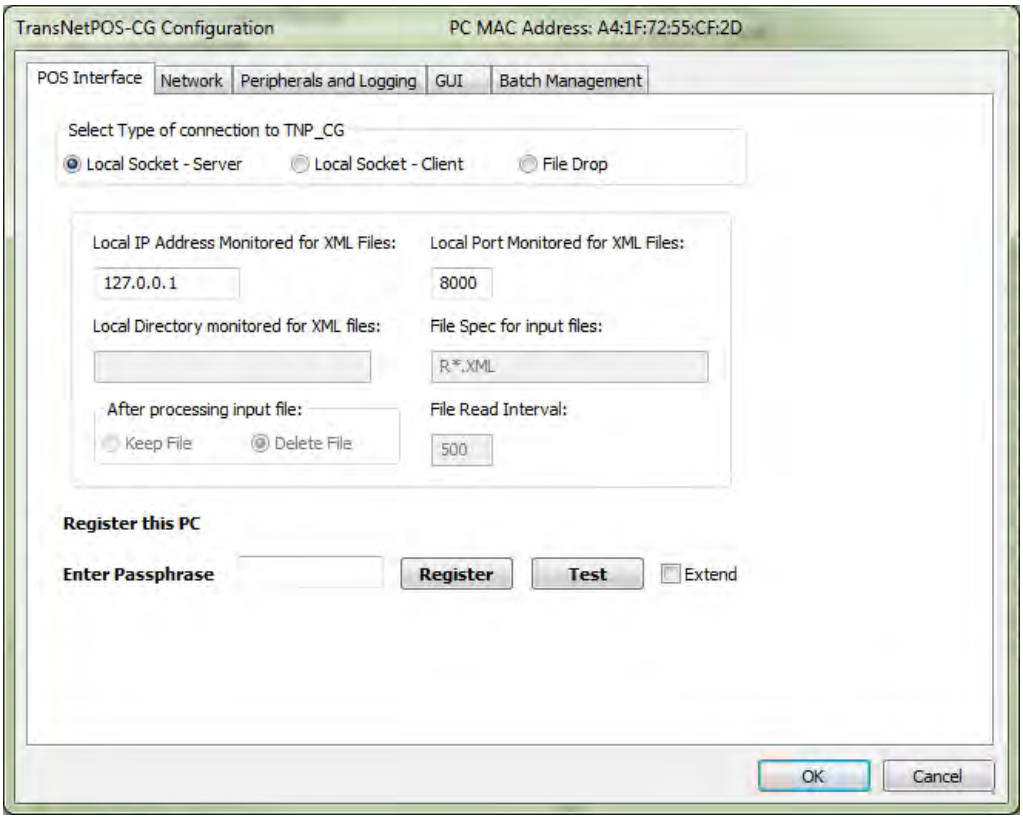
< Precidia >



- IP Address: The IP address of POSLynx device in Precidia or the IP of POS system that runs TransNetPOS-CG(TMP-CG) application.
- TCP Port: The Port of POSLynx device.
- Mac Address: The Mac Address of local POS: it should be registered with Precidia.
- Communication Method:
  - POSLynx Device:
    POSLynx device is located at Precidia. If you select this method, the IP and Port of this device must be specified above.
  - TransNetPOS-CG (TNP-CG):
    TNP-CG should be installed on the local POS. If you select this method, the IP, 127.0.0.1 and the Port 8000 should be specified above. This setting should match with the setting in TNP-CG application.
- Communication Method: If you check "Yes", then it will prompt you to sign on the device.
- Use external device (Pin Pad): If you use an external device like Pin Pad (not swiping on the POS), check here.

Configuring TNP-CG of Precidia

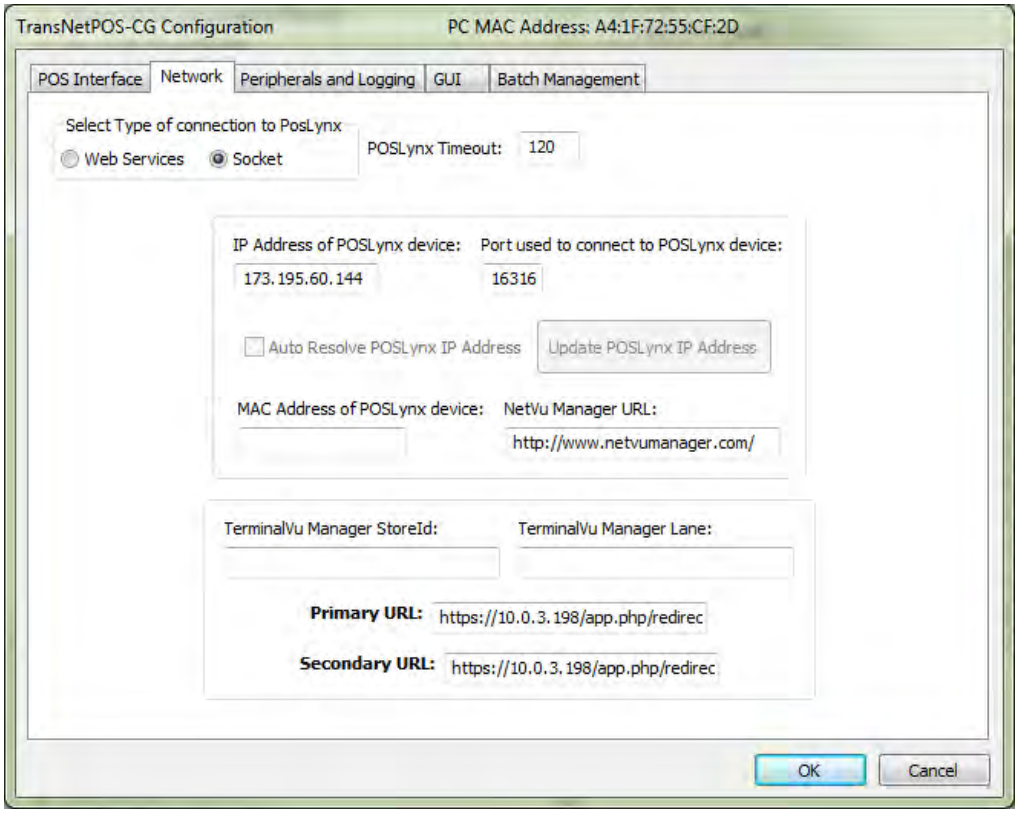
1) POS Interface tab



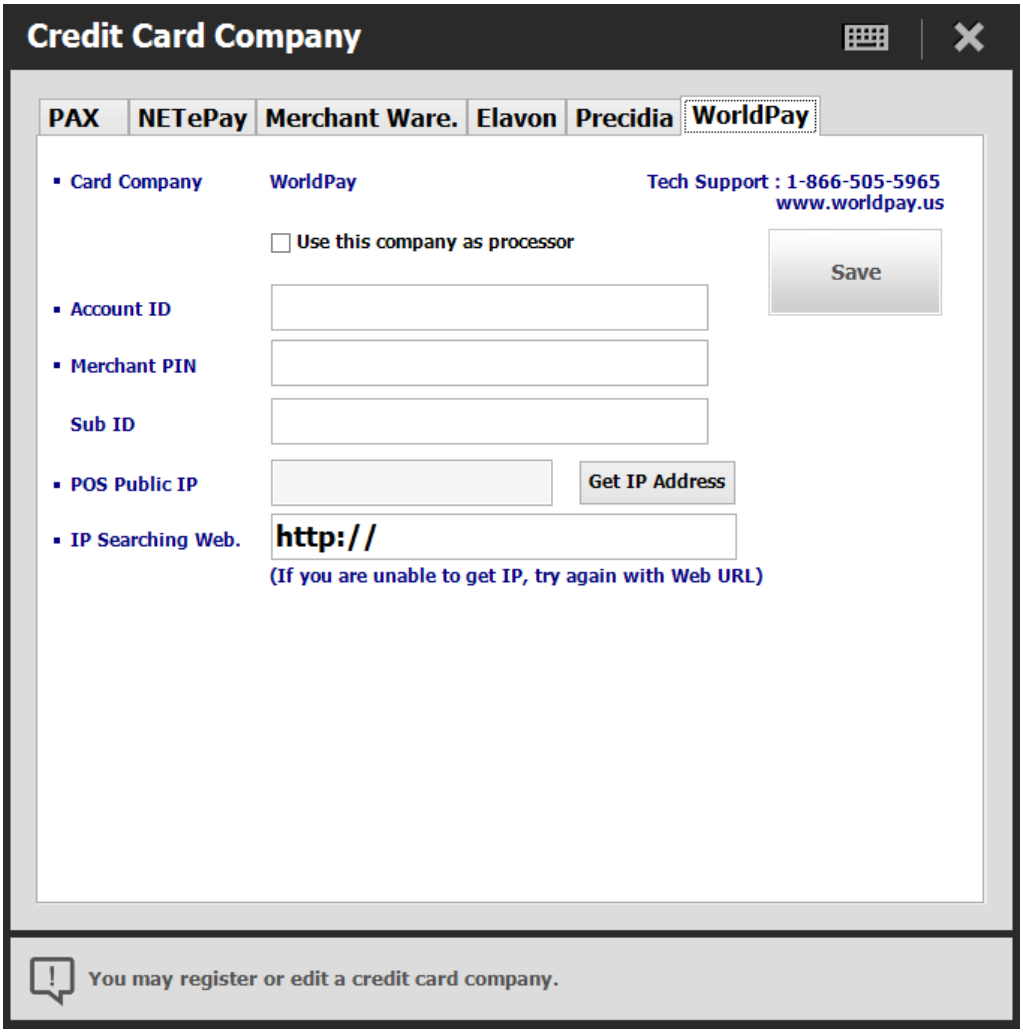
Passphrase will be given by Precidia. When you click "Register" button after entering the passphrase, the Mac Address will be registered in POSLynx device at Precidia.

If you don't use TNP-CG and want to register your Mac Address, then you should call Precidia and give them your Mac Address. They will help you to register your Mac Address.

2) Network tab

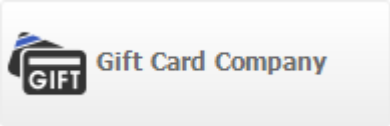

TransNetPOS-CG Configuration
PC MAC Address: A4:1F:72:55:CF:2D
POS Interface
Network
Peripherals and Logging
GUI
Batch Management
Select Type of connection to PosLynx
Web Services
Socket
POSLynx Timeout:
120
IP Address of POSLynx device:
Port used to connect to POSLynx device:
173.195.60.144
16316
Auto Resolve POSLynx IP Address
Update POSLynx IP Address
MAC Address of POSLynx device:
NetVu Manager URL:
http://www.netvumanager.com/
TerminalVu Manager StoreId:
TerminalVu Manager Lane:
Primary URL:
https://10.0.3.198/app.php/redirec
Secondary URL:
https://10.0.3.198/app.php/redirec
OK
Cancel

< WorldPay >



- Account ID: Given by WorldPay.
- Merchant PIN: Given by WorldPay.
- Sub ID: Given by WorldPay.
- POS Public IP: IP address is required ONLY when you setup IP filtering on Merchant Partners (online management).
- IP Searching Web.: If "Get IP Address" button doesn't work, then try again providing an IP searching website.

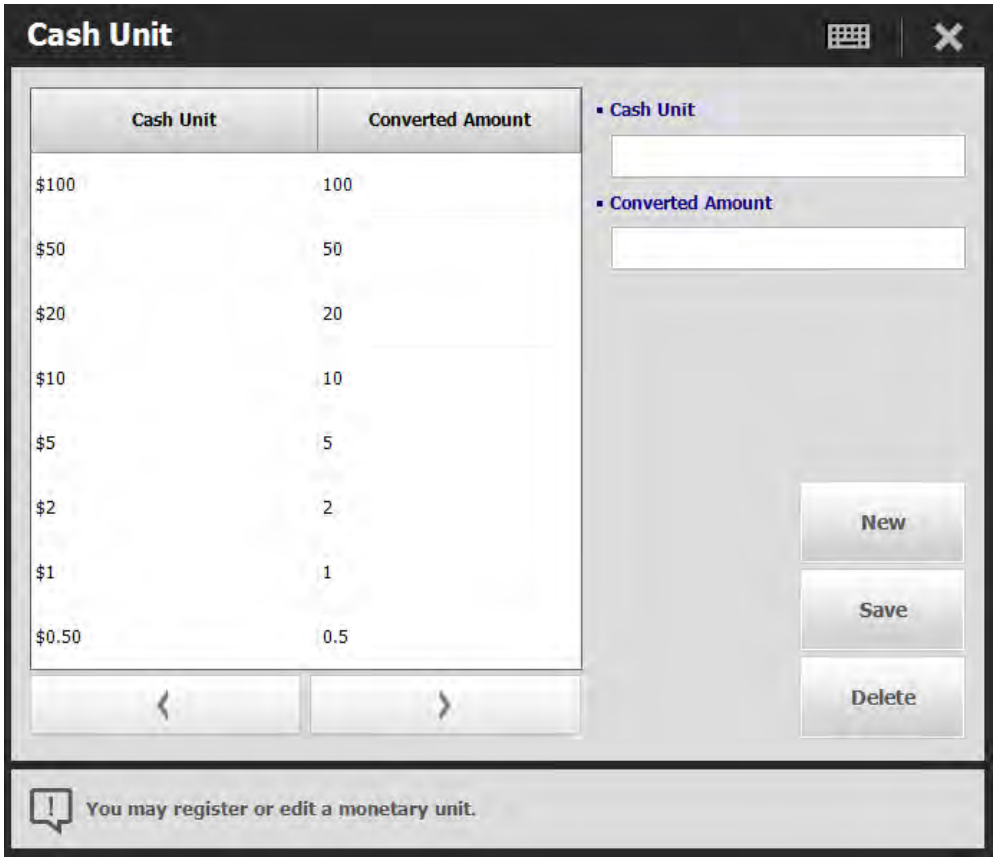
3) Gift Card Company

➔ 

Refer to Gift Card Procedures.

4) Cash Unit

➔ Managing cash units:
You can do money changing fast, helping the service of "Smart Pay" and "Cashier In/Out".



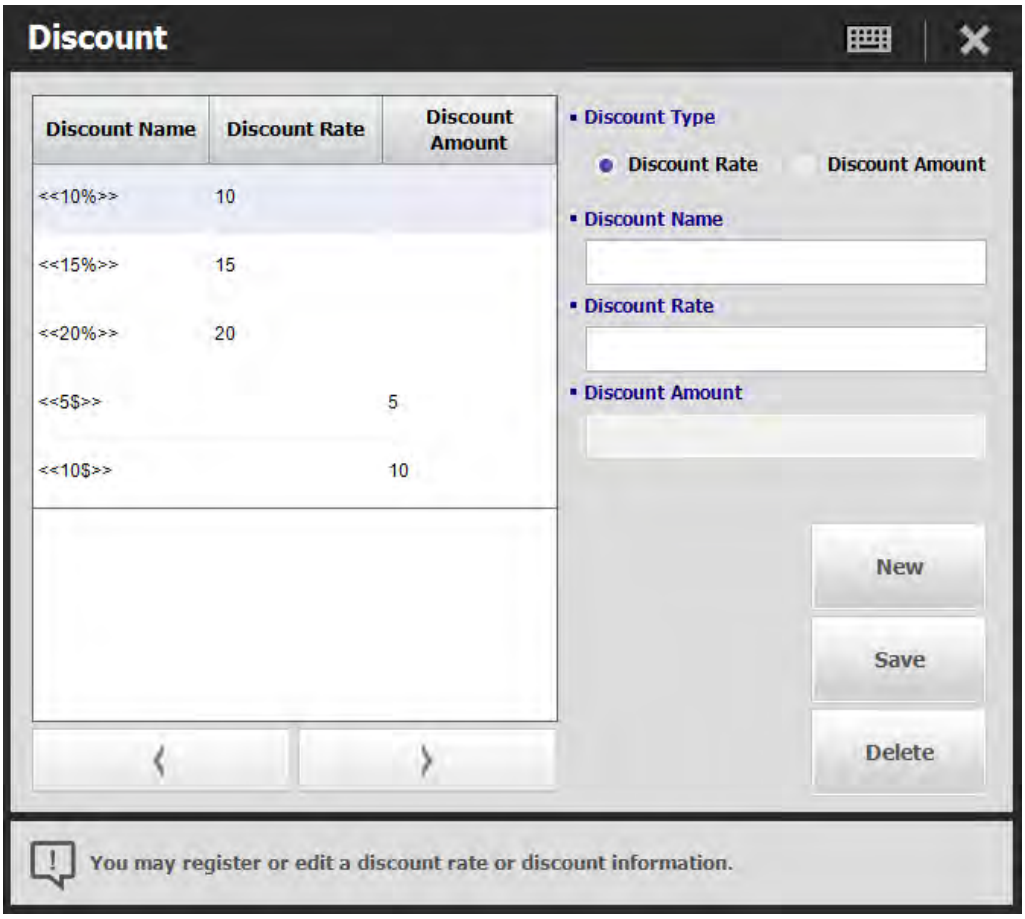
- *To register*: click *[New]* and *[Save]* buttons repectively after entering "Cash Unit" and "Converted Amount".
- *To delete*: select a cash unit, and click *[Delete]* button.
- *To edit*: select a cash unit, and click *[Save]* button after modifying the values in the "Cash Unit" and "Converted Amount" fields.

You can add upto fifteen units.

Tip 1) USD($) is the default: you can set up a different monetary unit if yours is different from USD.
2) *[Cash Unit]:* It's only for visual management for users.
3) *[Converted Amount]:* It's used for arithmetic operation in the program.

5) Discount

➔ **Register discount names in advance, and then use them at the moment of placing orders.**



➔ ***To add:*** Click *[New]* and *[Save]* buttons respectively after selecting and entering Discount Type, Discount Name, and Discount Rate or Discount Amount.

To edit: Click a discount name in the left hand section, and edit the information in the right hand section. Then, click *[Save]* button.

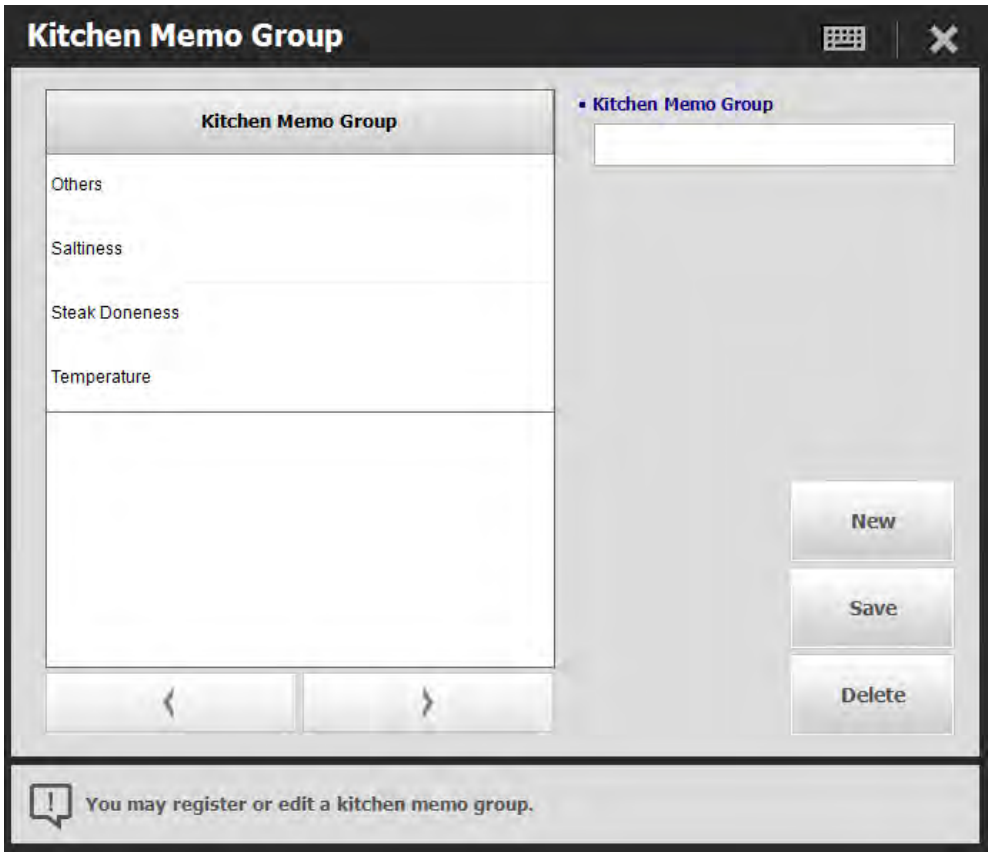
To delete: Click a discount name in the left hand section, and then click *[Delete]* button.

***Example*:** Adding 10% Discount item for birthday customers:
1) Enter a discount name, Birthday – 10%, in Discount Name field.
2) Enter a number in percentage in Discount Rate field.
3) Click *[Save]* button to save.

You can see the registed discount names at Order Screen → Discount as the Image below. When you click the discount buttons, the amounts or percentages will be applied.

6) Kitchen Memo Group

➔ **Managing kitchen memo groups:**
It helps to process orders fast and efficiently by grouping memos that are delivered to kitchen.



To add a memo group:
- Click [New] button.
- Type a group name in the field of [Kitchen Memo Group].
- Click [Save] button.

To edit a memo group:
- Select a group in the left pane.
- Modify the group name in the field of [Kitchen Memo Group].
- Click [Save] button.

To delete a memo group:
- Select a group in the left pane.
- Click [Delete] button.

➔ *Those groups are appeared at Order Screen → Kitchen Memo (top of the screen)*

➔ You can select memos by groups, and send them to kitchen fast: memos are delivered through the kitchen printer.

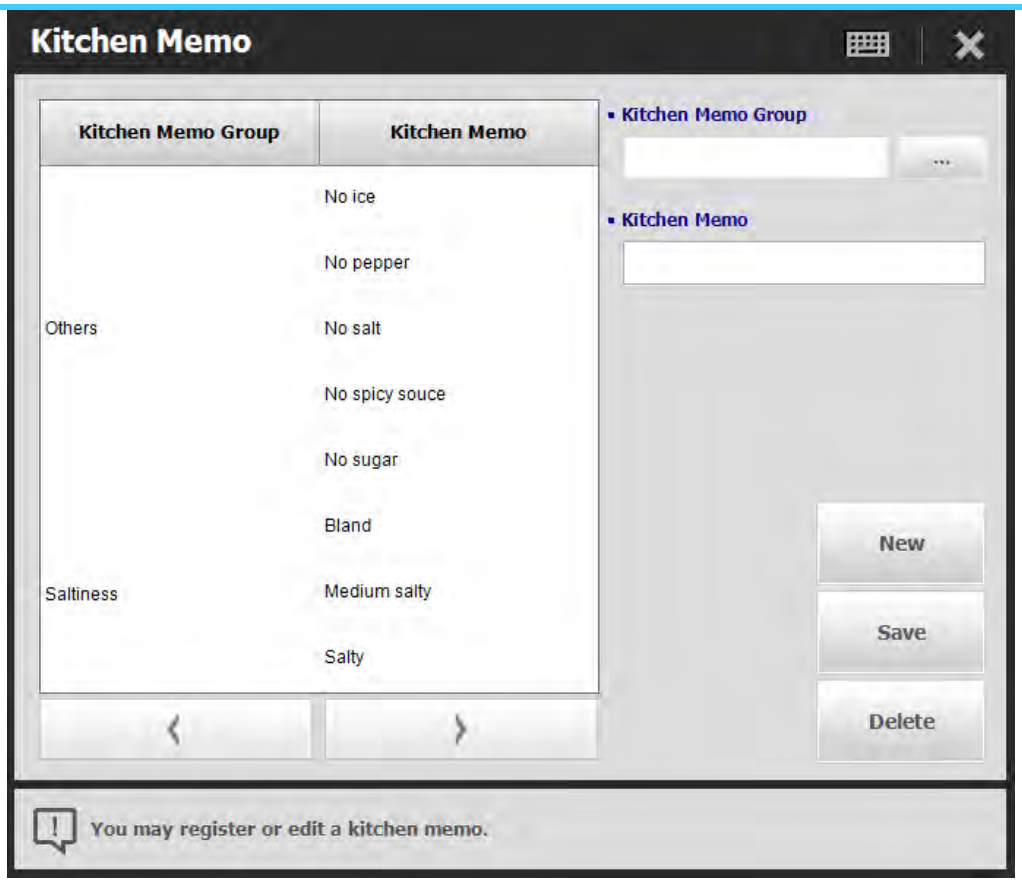
The numbers in red on the groups are the numbers of memos you've selected. You can add memos as many as you need. If there are no memos you need, you can add your own memos by clicking *[Customer Input]* button.

---

7) Kitchen Memo

➔ Managing kitchen memos:
They are delivered to kitchen when customers require for their orders.

If you don't see a kitchen memo group here for memos, you need to create it first in *[Kitchen Memo Group]*.



To add a memo to the [Kitchen Memo Group]:

- Click [New] button.
- Select a memo group by clicking from the top pane or clicking [...] button.
- Type a memo in the field of [Kitchen Memo]
- Click [Save] button.

To edit a memo:

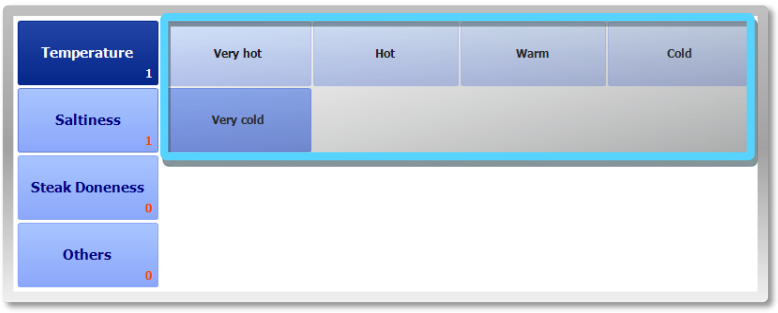
- Select a memo from the [Kitchen Memo] column in the top pane.
- Modify the memo in the field of [Kitchen Memo].
- Click [Save] button.

To delete a memo:

- Select a memo from the [Kitchen Memo] column in the top pane.
- Click [Delete] button.

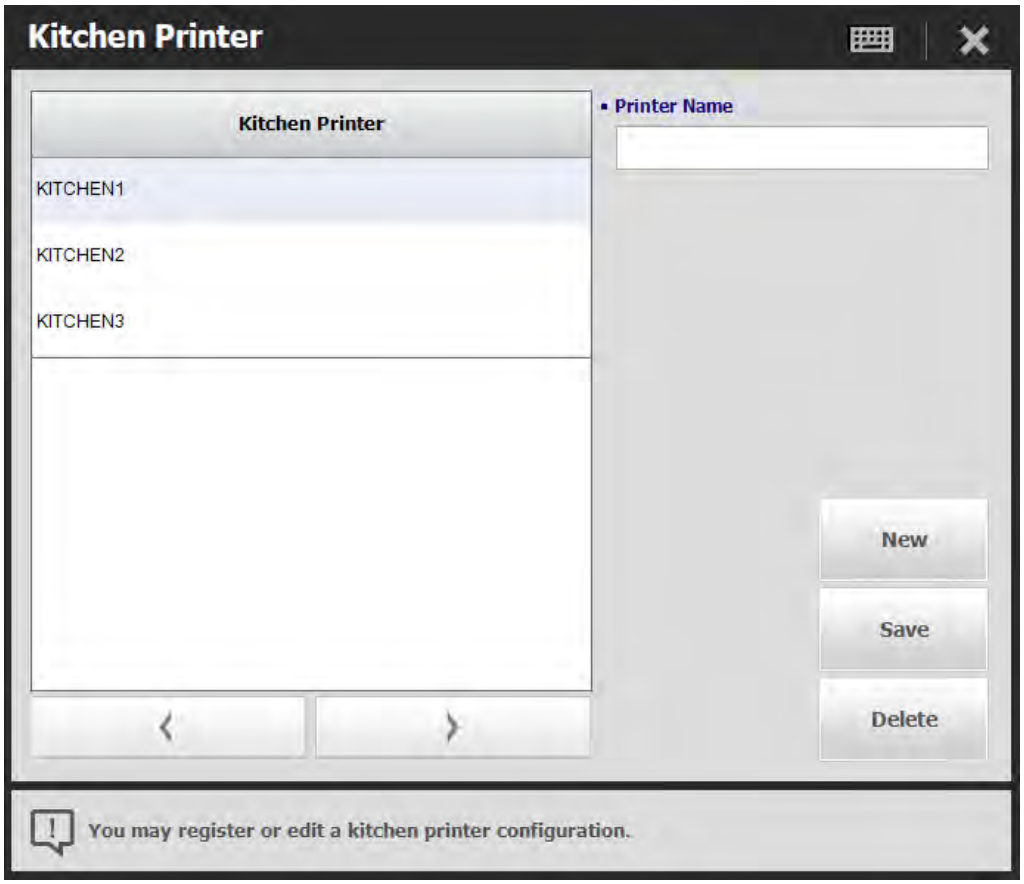
➔ Select a group first in order to add memos to orders

➔ When you select a kitchen memo, the color of the button you selected will change. When you click the memo once again, the color of the button changes back to the original color, and the memo is removed from the list of selected memos.



8) Kitchen Printer

➔ POPs Restaurant application operates three kitchens by default. If there are more kitchens, you can add them here. By adding kitchens and connecting these to the printers you've set up, you can print out order information to the designated printers.



To add a kitchen printer:

- Click [New] button.
- Type a printer name and an alias name in the field of [Printer Name] and [Label Printing-Format File] respectively.
- Click [Save] button.

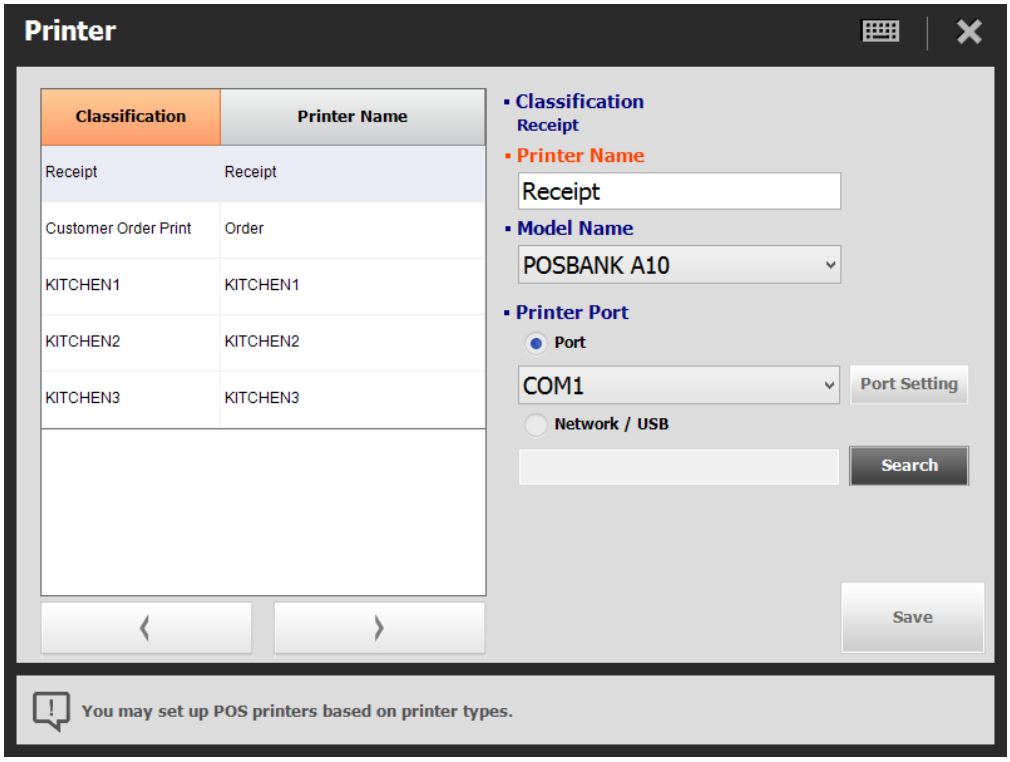
To edit a kitchen printer:

- Select a printer in the left pane.
- Modify the printer name and its alias.
- Click [Save] button.

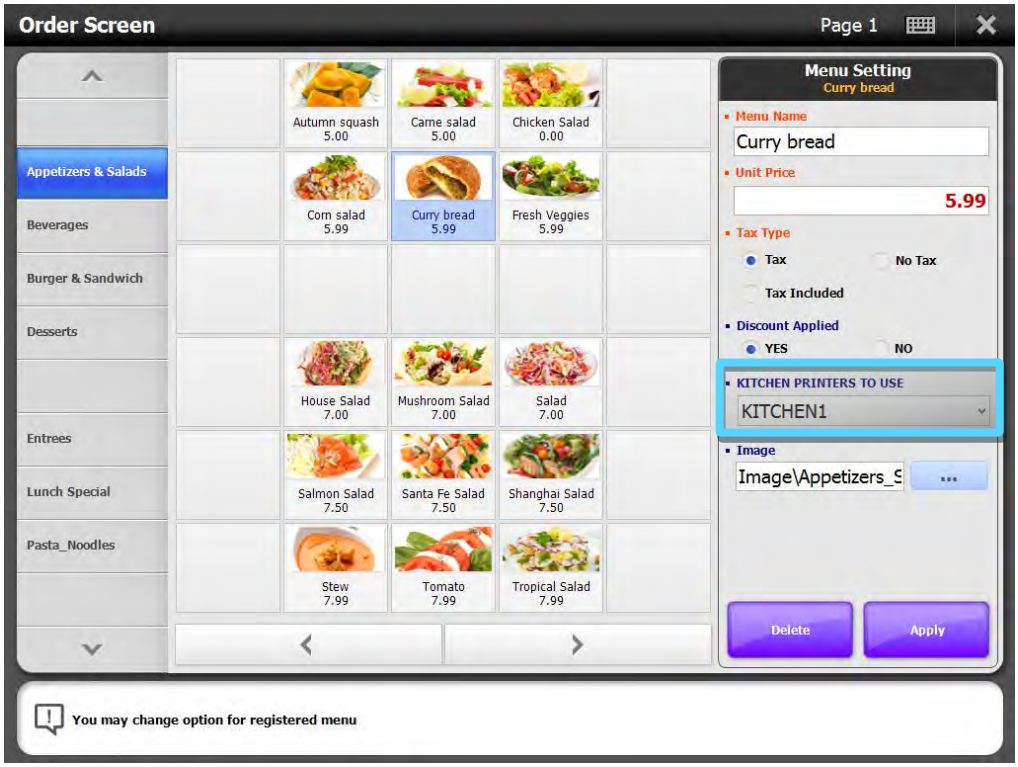
To delete a kitchen printer:

- Select a printer in the left pane.
- Click [Delete] button.

➔ The following image shows how to assign the printers to the the kitchen printers you've created above (cf. Setting the printing information for each POS system)

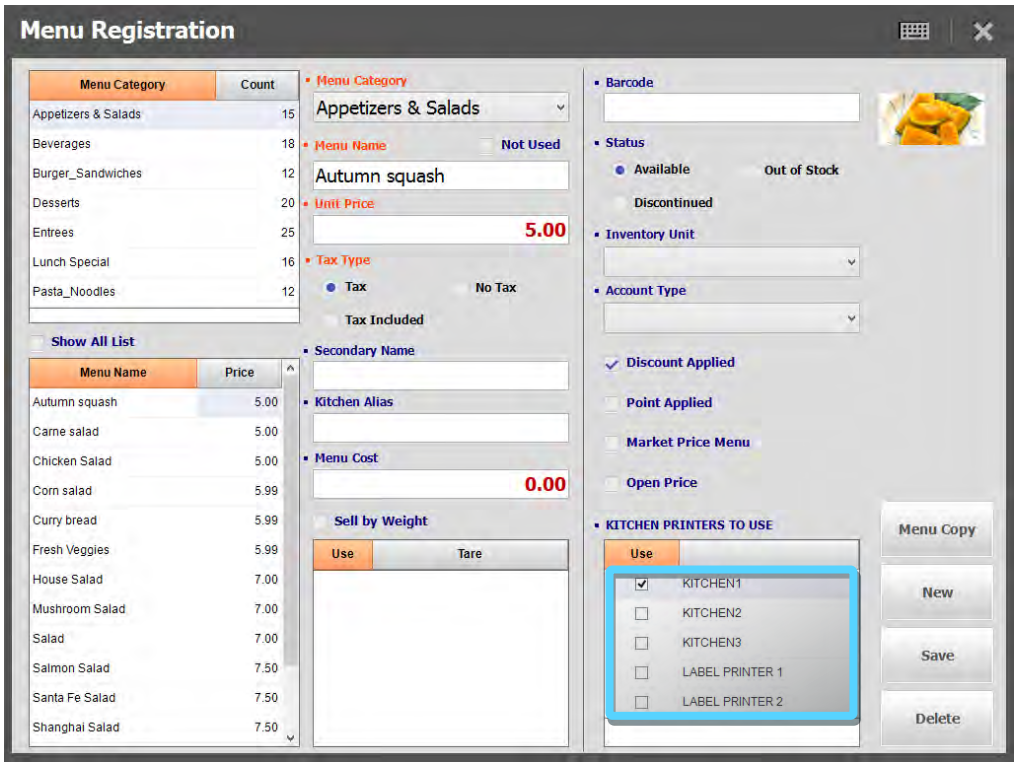

Printer
Classification
Printer Name
Receipt
Receipt
Customer Order Print
Order
KITCHEN1
KITCHEN1
KITCHEN2
KITCHEN2
KITCHEN3
KITCHEN3
Classification
Receipt
Printer Name
Receipt
Model Name
POSBANK A10
Printer Port
Port
COM1
Port Setting
Network / USB
Search
Save
You may set up POS printers based on printer types.

➔ If you assign printers to each menu, you can print order sheets to the designated printers when you take orders.



[Order Setting Screen]

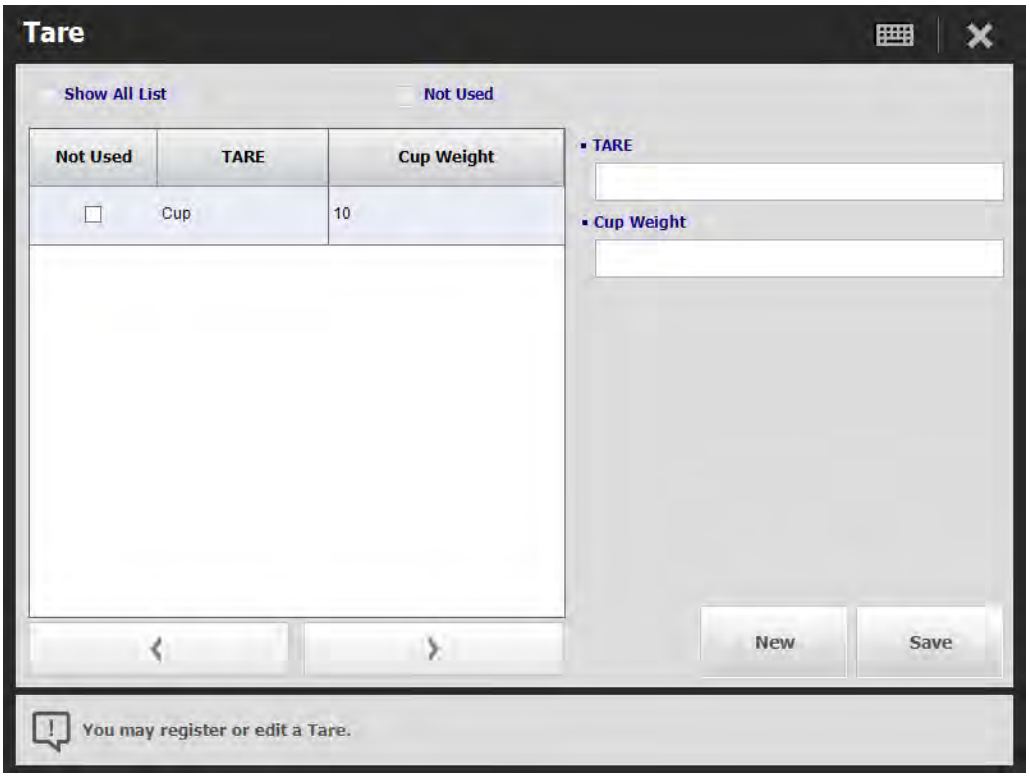
➔ You can print one order sheet to many different kitchens simultaneously: You can select multiple kitchens (or printers) for a menu at the Menu Registration screen (Operation Management → Menu → Menu Registration).



9) Tare

➔ The Tare feature is for the use to deduct the weight of a container for any weighable items.

Here, you can add containers with tare that are used for a scale. Then, the tare will be deducted from the orders of weighable menus.



To add a new container:

- Click [New] button.
- Enter a name of container in the field of "TARE".
- Enter the weight of the container in the field of "Cup Weight".
- Click [Save] button.

To edit the name of container:

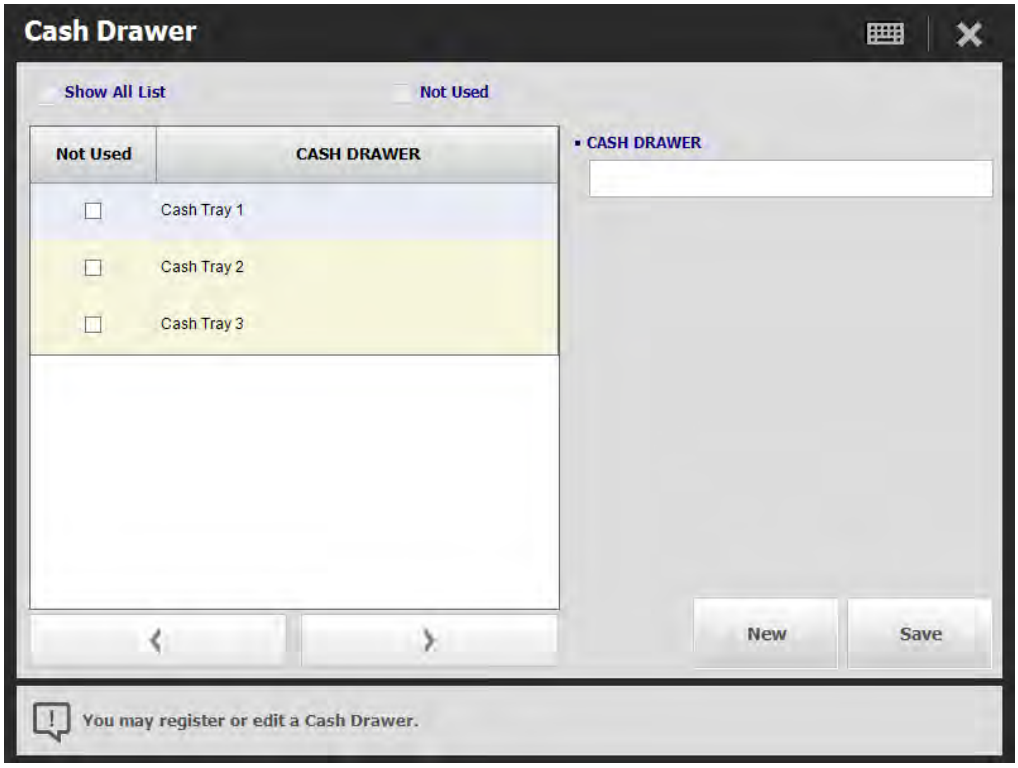
- Click a container in the left pane.
- Modify the name in the field of "TARE".
- Modify the weight of the container in the field of "Cup Weight".
- Click [Save] button.

To make containers inactive, check the check boxes that are labeled as "Not Used".

➔ After you set up as above, you can see these settings as the image below when you order weighable items, deducting the container's weight from the total weight of the menu.

10) Cash Drawer

➔ **Managing cash drawers that are used at the stores**



➔ **To create a new cash drawer:**

1) Click *[New]* button
2) Enter a name of cash drawer in the field of Cash Drawer.
3) Click *[Save]* button.

To edit a cash drawer:

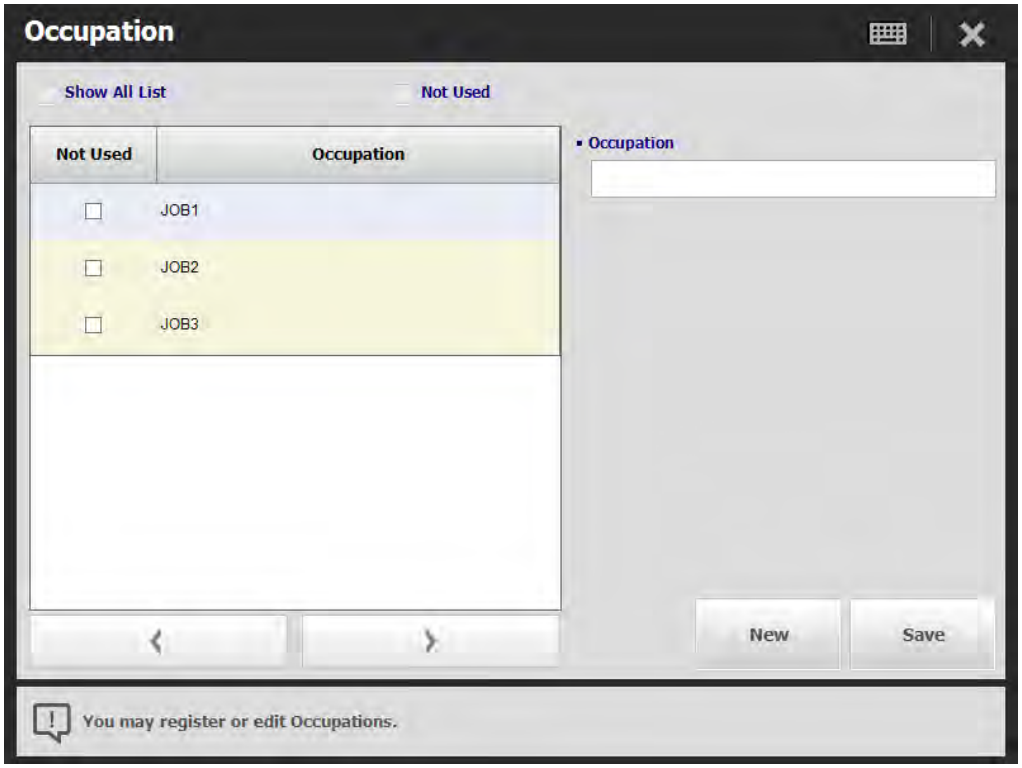
1) Select a cash drawer in the left pane.
2) Modify the cash drawer name in the field of Cash Drawer.
3) Click *[Save]* button.

To make items inactive, check the check boxes that are labeled as "Not Used".

➔ When you create cash drawers as the image above, we can see those at Cashier In.

11) Occupation

➔ Managing occupations
This occupation list is displayed in the customer registration form.



To create a new occupation:
1) Click [New] button
2) Enter a name of occupation in the field of "Occupation".
3) Click [Save] button.

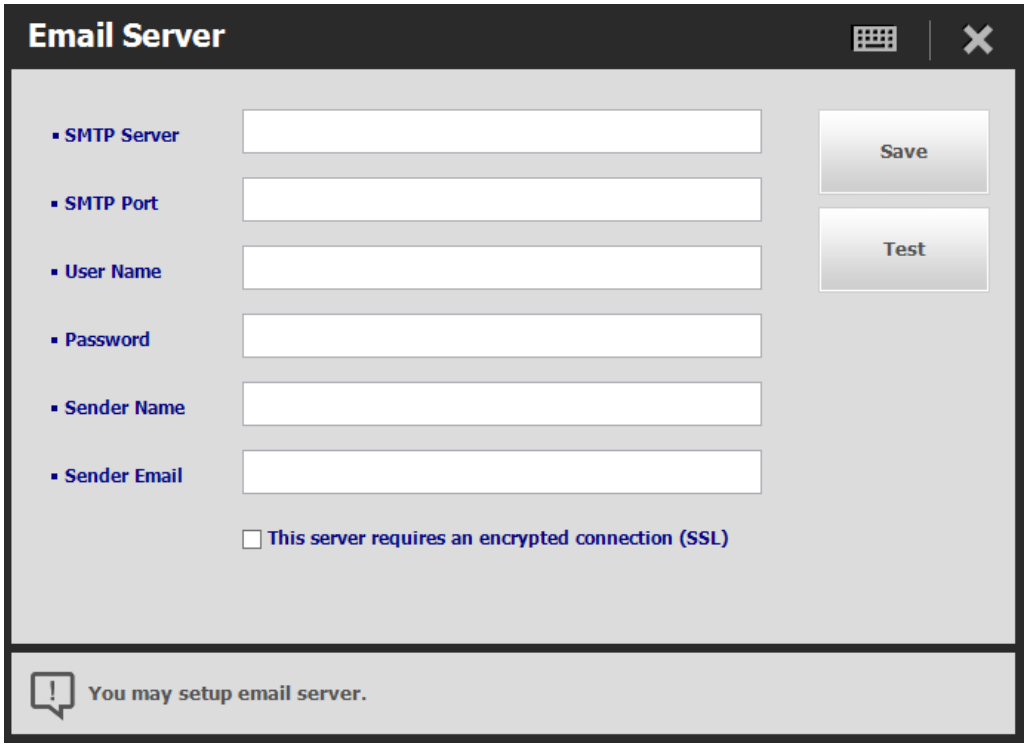
To modify a name of occupation:
1) Select an occupation in the left pane.
2) Modify the occupation name in the field of "Occupation.
3) Click [Save] button.

To make occupations inactive, check the check boxes that are labeled as "Not Used".

12) Email Server

➔ Setting an email server.
With this feature, you can do correspondence with customers, sending greetings, coupons, etc.

Ask your own email provider to get information for configuring Email Server on POPs Restaurant application.



5. Security

➔ You can configure securities such as Security Level, Security Roles, Assigning Roles To Level, and Assigning Roles To Employee.

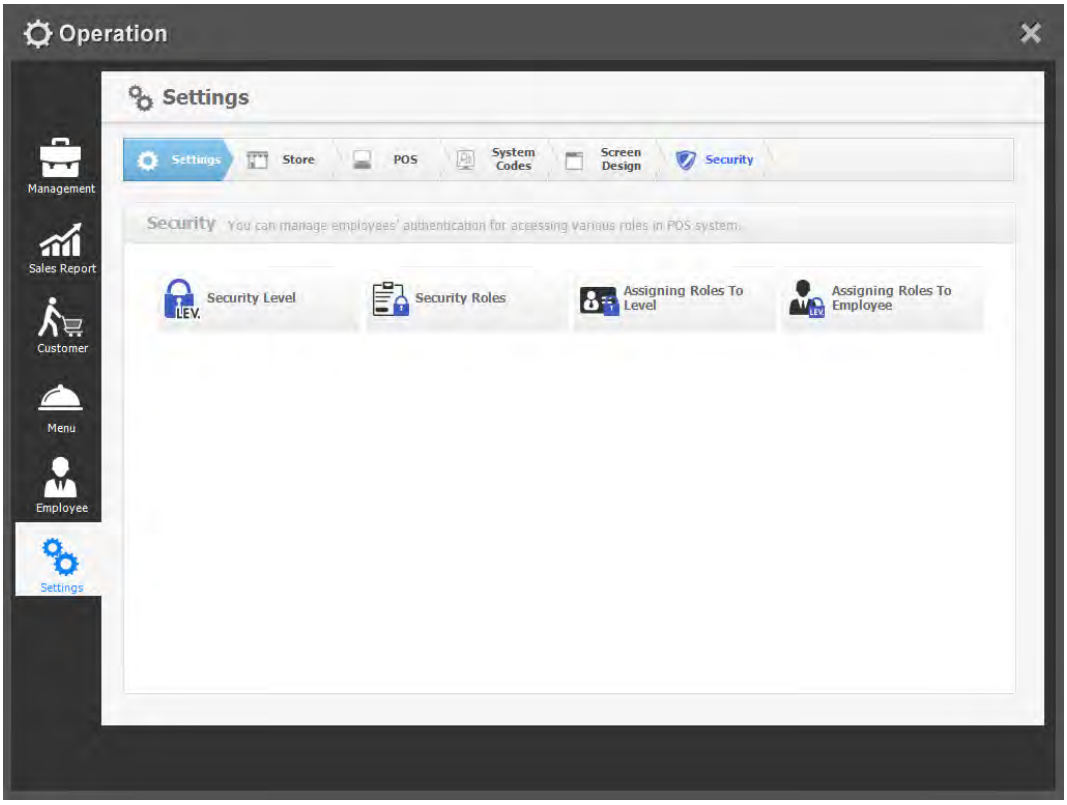
Setting security levels of employees for accessing various tasks in POS system. There are four steps to enforce security as follows:

Step 1: Security Level
You may configure security levels here.

Step 2: Security Roles
You may select security roles that you like to setup.

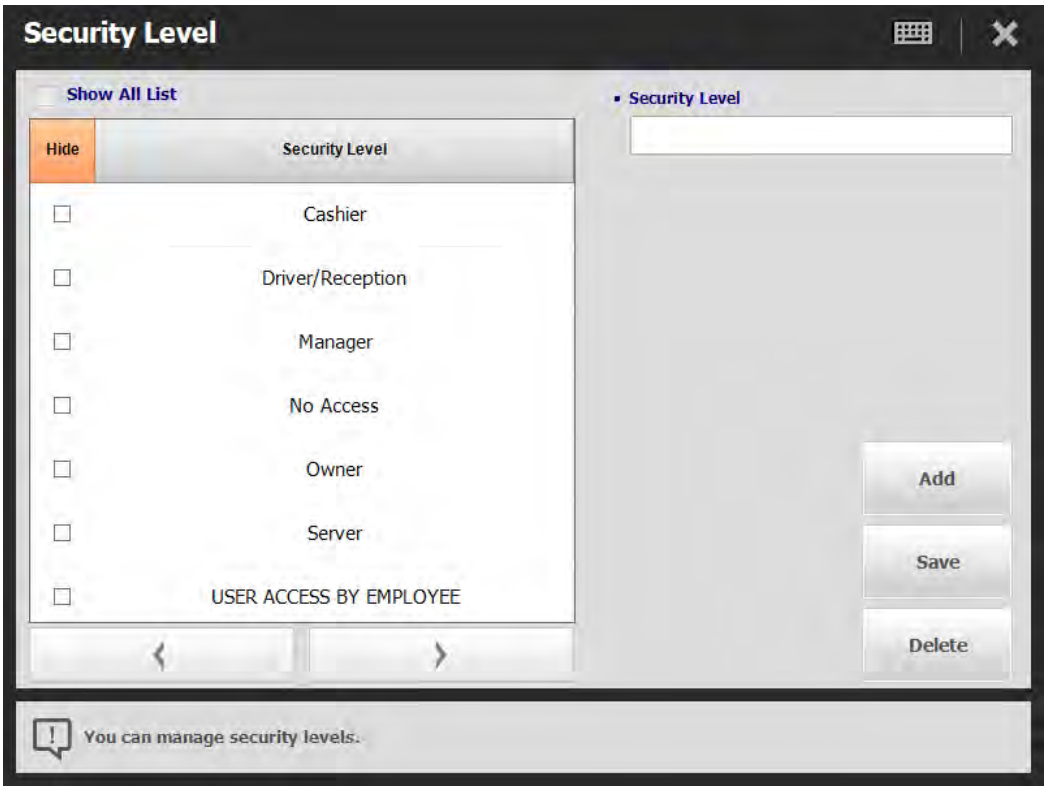
Step 3: Assigning Roles To Level
You may assign security roles to certain levels that you configured at Step 1.

Step 4: Assigning Roles To Employee
You may assign security roles to employees individually.



1) Security Level

➔ You can manage security levels here.



To create a new security level:
1) Enter a level name in the Security Level field.
2) Click *[Add]* button
3) Click [Save] button to save it permanetly.

To modify a security level:
1) Select a security level in the left pane.
2) Change the level name in the "Security Level" field.
3) Click *[Save]* button.

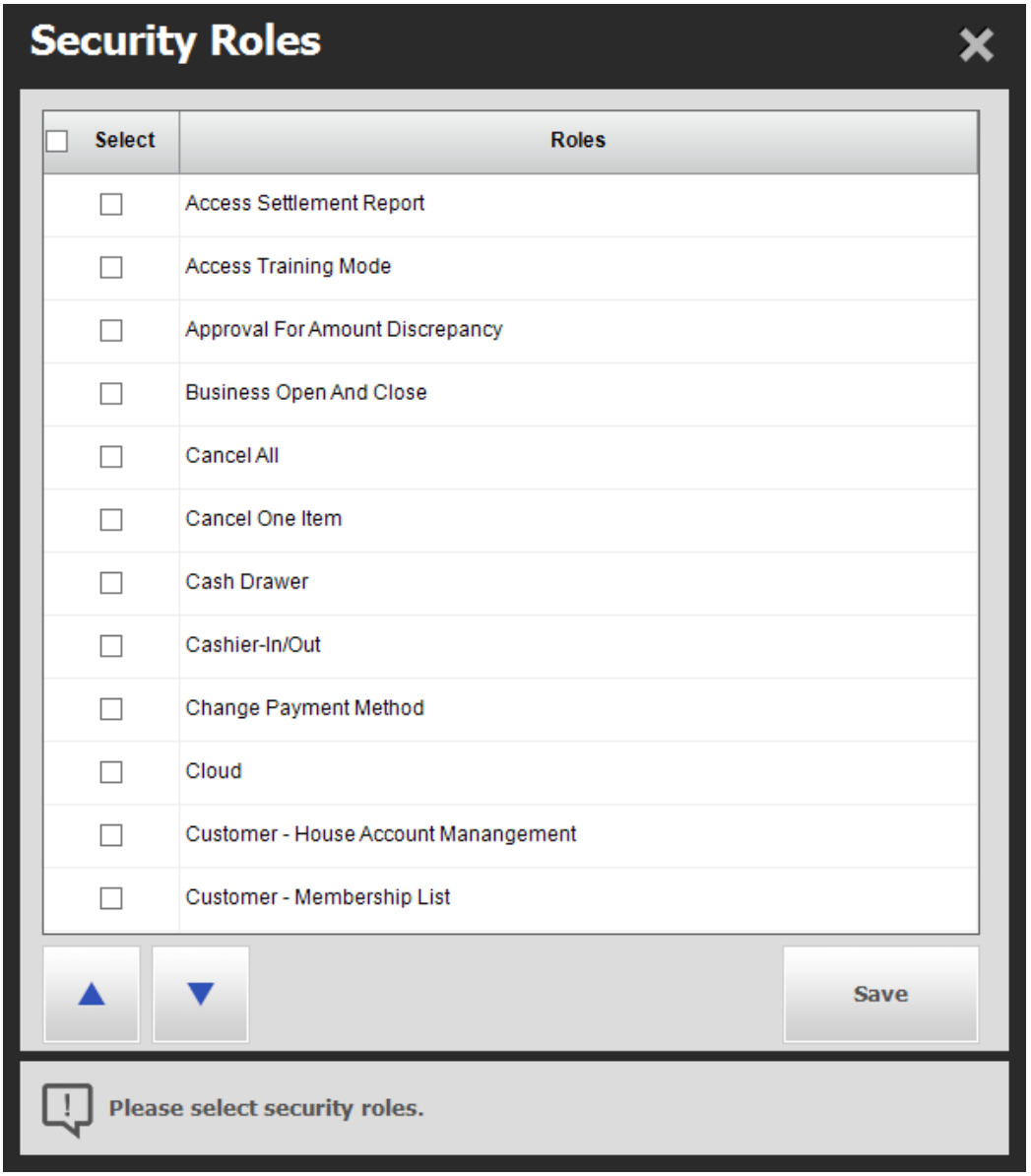
To make security levels inactive and active, check the check boxes in front of the security level.

To see inactive levels, check the "Show All List".

---

2) Security Roles

➔ You can select roles that you would like to give security levels. Then, you can assign these to security levels and employees.

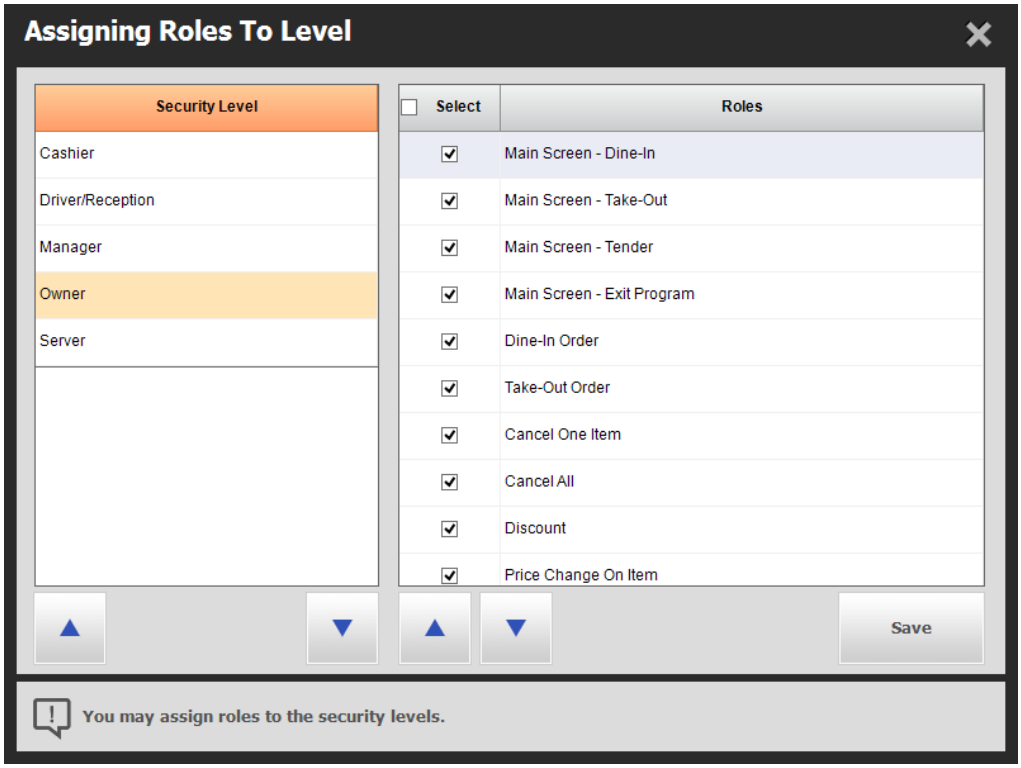


- For enforcing security, select security roles by checking the check boxes in front of the roles. And then click *[Save]* button.

3) Assigning Roles To Level

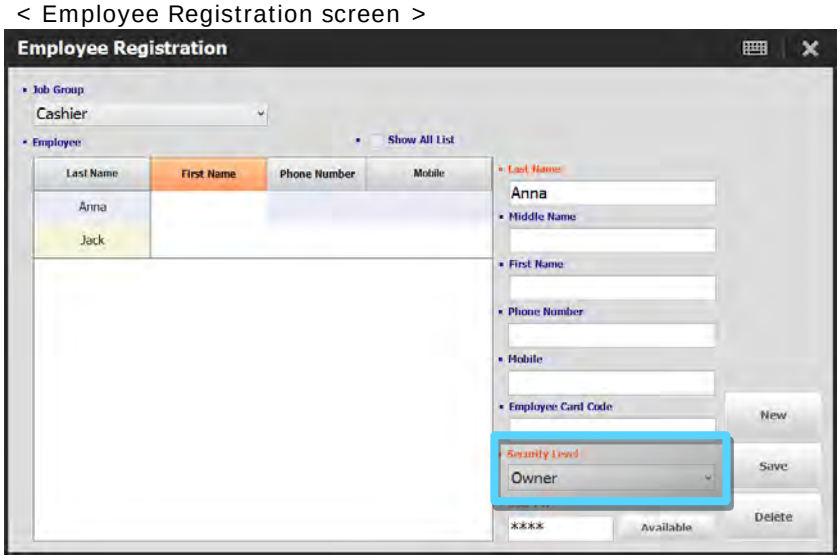
➔ In the left pane of the image below, there are five authentic levels by default. And, there is a list of roles in the right pane that you have selected previously in Security Roles.

To assign the security roles to a level, select a level in the left pane, and check the check boxes of roles you want to apply in the right pane. Then, press *[Save]* button.



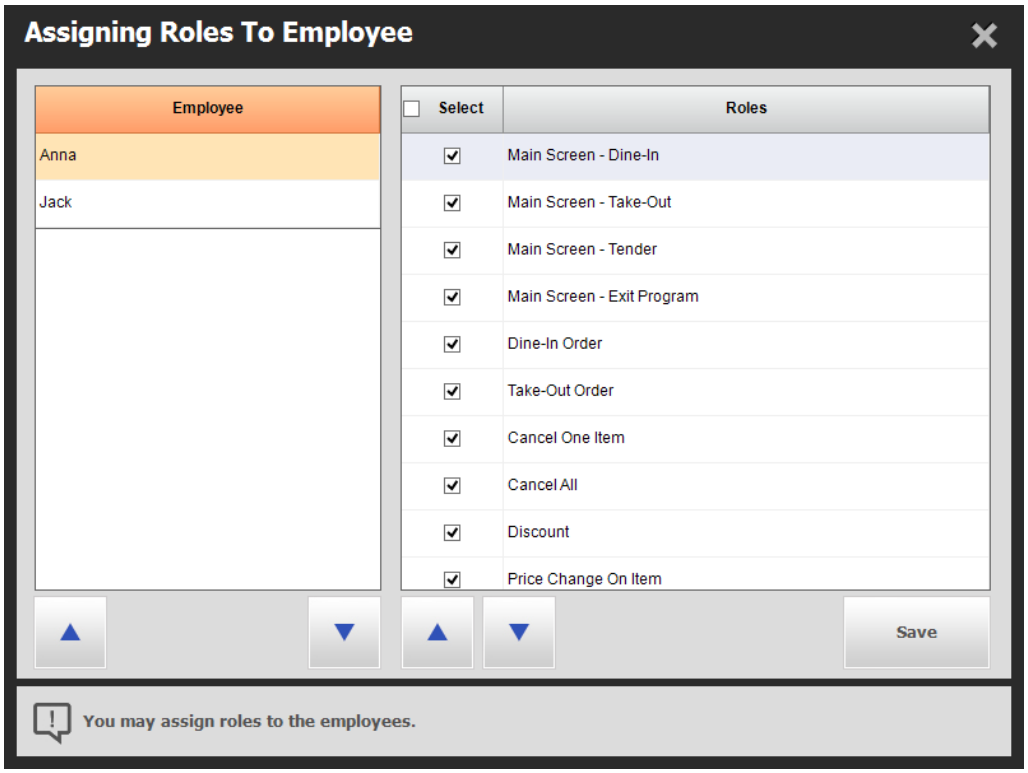
- When you register employees, you can select one of the authentic levels for him/her in order to set up a security level.

< Employee Registration screen >



4) Assigning Roles To Employee

➔ Not only you can set up security roles to security levels, but you can also set them up to each employee as the following image *[Image 1]*.

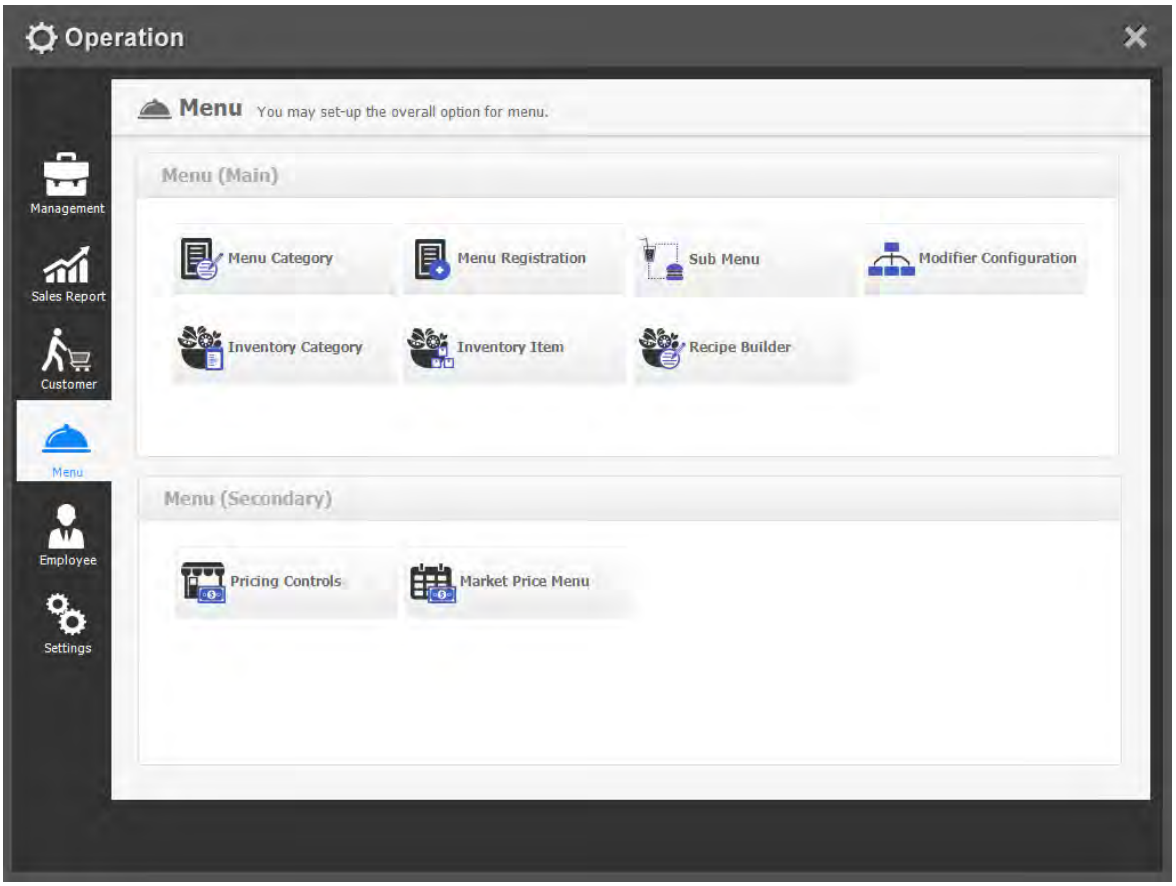


[Image 1: Assigning Roles To Employee Screen]

- To assign roles to the individual employee, please see the previous section, "Assigning Roles To Level.

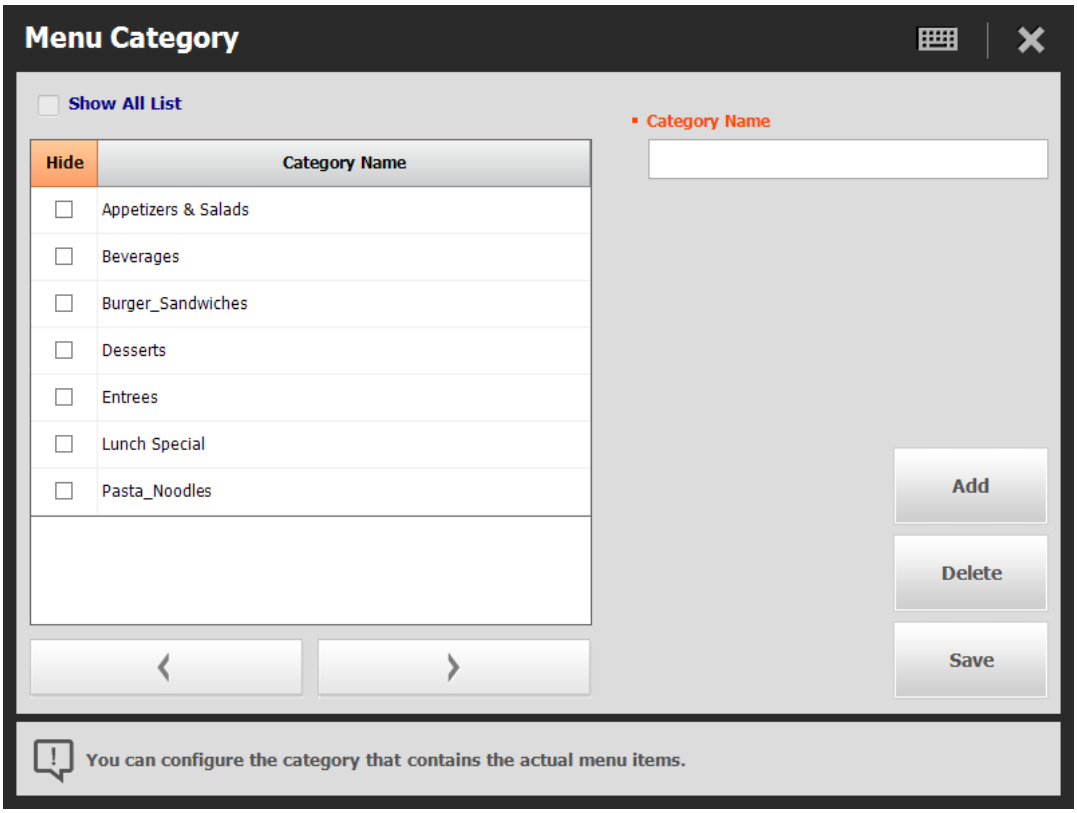
Menu

You can configure all settings about menu such as Menu Category, Menu Registration, Inventory Category, Inventory Item, Recipe Builder, Sub Menu, Pricing Controls, Market Price Menu, and Modifier Configuration.



1. Menu Category

➔ **Menu Category is also called Item Category. It's different from Menu Group.**



To create a new menu category:
1) Click *[New]* button
2) Enter a name of menu category in the field of "Category Name".
3) Click *[Save]* button.

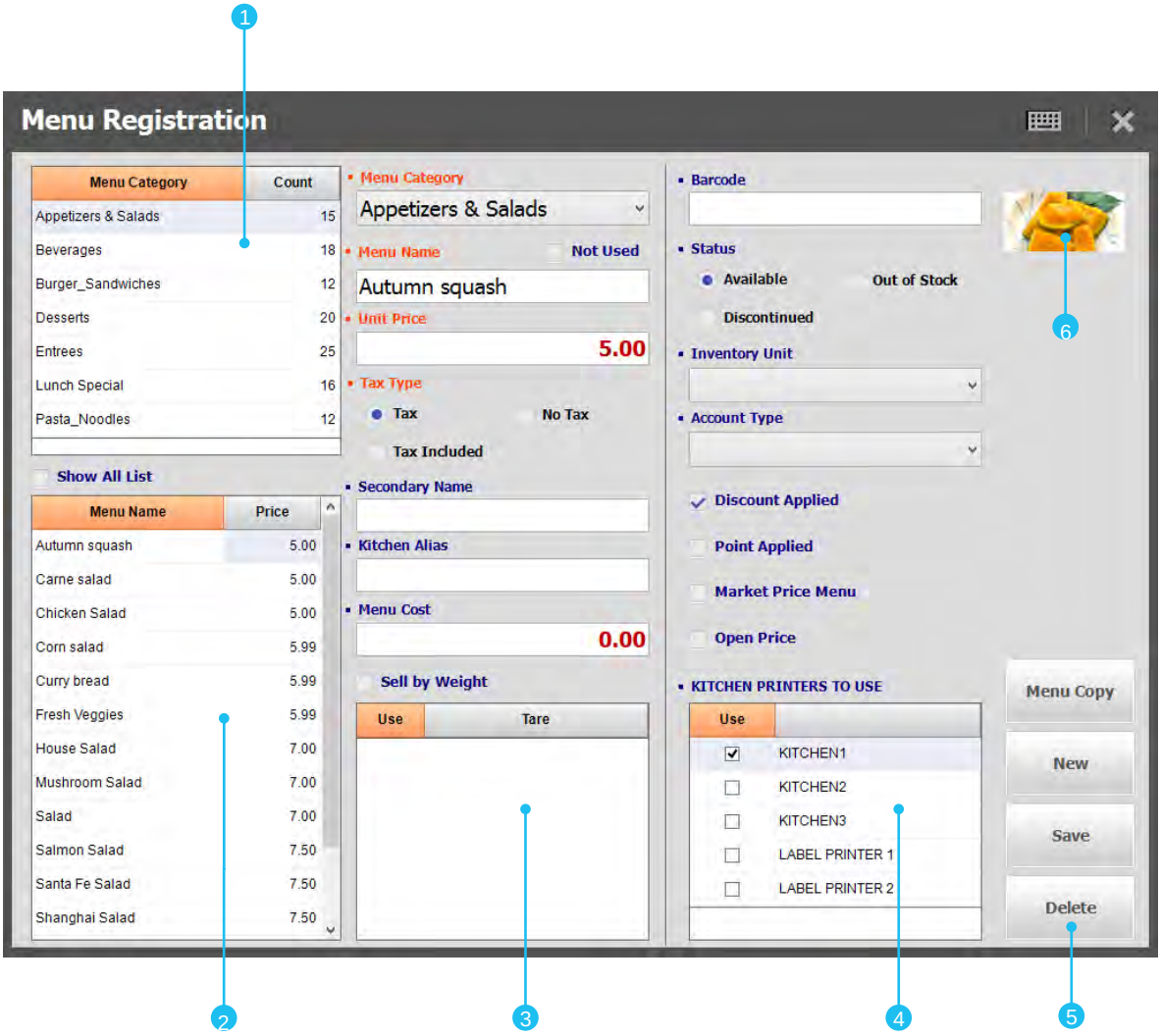
To modify a name of menu category:
1) Select a category in the left pane.
2) Modify the name in the field of "Category Name".
3) Click *[Save]* button.

To make a menu category inactive, check the check box that is labeled as "Not Used" when you modify the category.

To display both active and inactive categories, check "Show All List".

2. Menu Registration

➔ There are two ways to create and edit menu items: 1) In the Order Screen, you can create and edit menu groups and menu items simply. 2) In Menu Registration, you can create and edit menu items in more detail. In this section, we will explain about the latter one



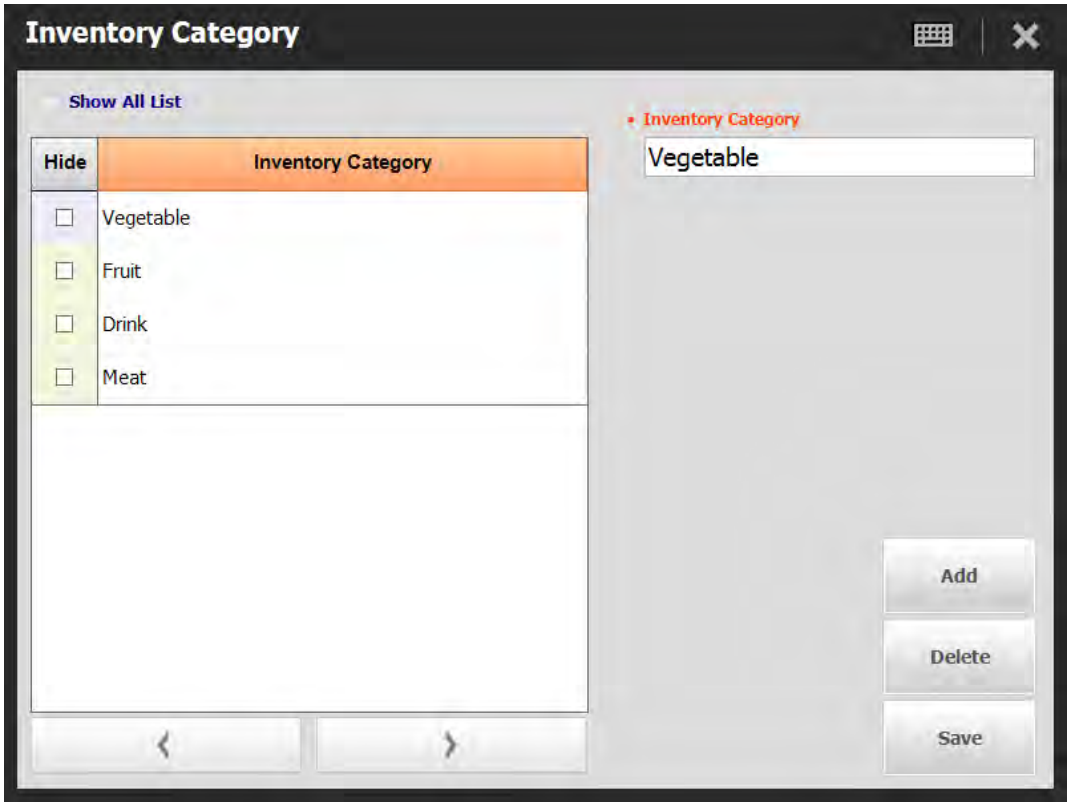
➔
1. Menu Category: Displays menu categories.
2. Menu Name: Displays menu items that belong to the menu category that you select in the Menu Category section right above.
3. Container List for Tare: For weighable items, you can select containers here. It's used to calculate the net weight, subtracting the container's weight from the item's weight.
4. Kitchen Printer List: You can select multiple printers for a menu item so that you can print the same orders in different places at the same time.
5. [Menu Copy]: It's useful for creating similar menus continuously.
   [New]: For creating a new menu
   [Save]: For saving info to the database
   [Delete]: When you click the *[Delete]* button, the selected menu item will be hidden, and doesn't appear in the Order screen.

❻ Image Holder: Displays the menu image when you select a menu in the section #2.

Fields Name	*Description*
Menu Name	Type in menu item name (sixty four letters in max)
Unit Price	Type in the unit price for sale that displays on Order screen
Tax Type	Select a tax type. - Tax: Tax will be applied. - No Tax: Tax will not be applied. - Tax Included: Tax is included in the unit price.
Secondary Name	Type in the secondary language for the menu item. If you, for example, use two POS systems, let one POS use the *[Menu Name]*, and let the other one use the *[Secondary Name]*.
Kitchen Alias	When you specify *[Kitchen Alias]*, this alias will replace *[Menu Name]* on the Kitchen Print.
Barcode	Type in the barcode number of the menu item. You can identify items by barcodes when you sell them with scanners.
Menu Cost	Type in the the cost of menu. It's the prime cost of menu item, which is used for the report of profit on sales.
Sell by Weight	Check this for the items that are sold by weight. The selling price will be calculated by multiplying the item weight by the unit price. If you use a container when you weigh an item, select a container that you use. Then the container's weight will be deducted from the total weight. You can add containers and their weights by yourself; cf. *[Tare]* section (Settings/System Codes/Tare).
Status	Check the status of the menu item. - Available: Menu items are available to sell. - Out of Stock: Menu items are out of stock. - Discontinued: Menu items are discontinued. The items of *[Out of Stock]* and *[Discontinued]* won't be displayed on the Order screen.
Inventory Unit	Select an inventory unit.
Account Class	Select an account class: it's used for statistical reports for sales according to account classes. *Ex.) Food, Beverage, Liquor, etc.*
Discount Applied	Setting for whether Discount applies
Point Applied	Setting for whether Point applies
Market Price Menu	Setting for whether Market Price Menu applies: You can set up the market price in [Cashier In] or [Market Price Menu] (Operation Management → Management → Market Price Menu). You can set it up only once a day.
Open Price	Setting for whether Open Price applies: the open price is not set in advance, so you will enter the price when you take an order.
Kitchen Printer	Select kitchen printers: you can select multiple pirnters for multiple locations.

3. Inventory Category

➔ Managing inventory categories for food materials:
You can manage inventories efficiently by categorizing the materials. Here, you can create, edit, and save ONLY the names of categories.



To create a new inventory category:
1) Click [New] button
2) Enter a name of category in the field of "Inventory Category".
3) Click [Save] button.

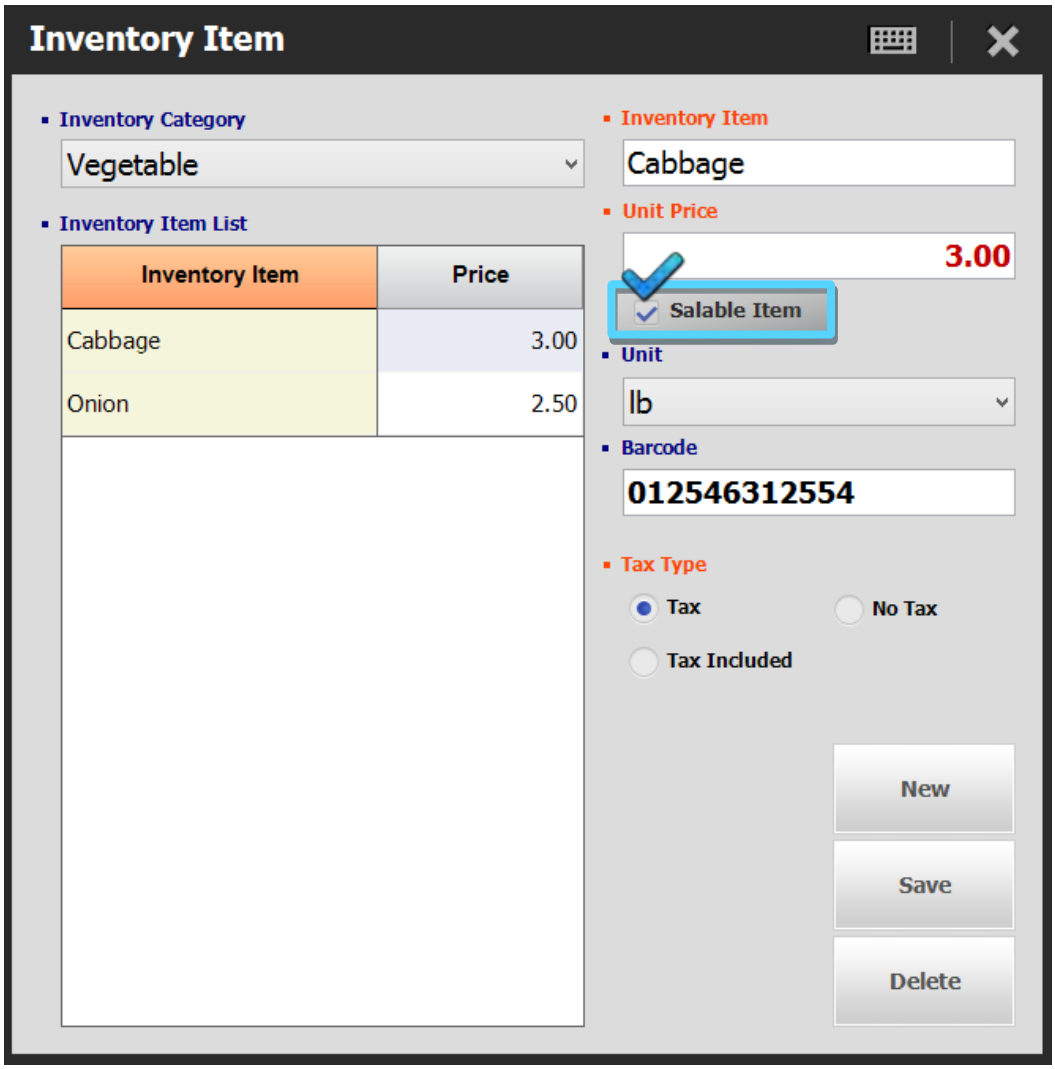
To modify a name of inventory category:
1) Select a category in the left pane.
2) Modify the name in the field of "Inventory Category".
3) Click [Save] button.

To delete an inventory category:
1) Select a category in the left pane.
2) Click [Delete] button.

4. Inventory Item

➔ Managing food materials:
You can make materials for sale or not for sale (using in menu) by checking or unchecking *[Menu Item]* respectively as follows:

Because you can keep tracking materials both for sale and not for sale, you can manage your store(s) efficiently.



➔ There are mainly two kinds of recipe items (food materials): 1) items that are used in food; 2) items that are sold as they are. For the latter one, you should check the *[Salable Item]* as above.

To create a new inventory item:

(1) Click *[New]* button
(2) Enter a name of item in the field of *[Inventory Item]*.
(3) Enter a unit price in the field of [Unit Price].
(4) If the item is salable, check *[Salable Item]*.
(5) Select a unit from the dropdown box.
(6) Type or scan the bardcode of the item if it has one.
(7) Select one of tax types.
(8) Click *[Save]* button.

To modify an inventory item:

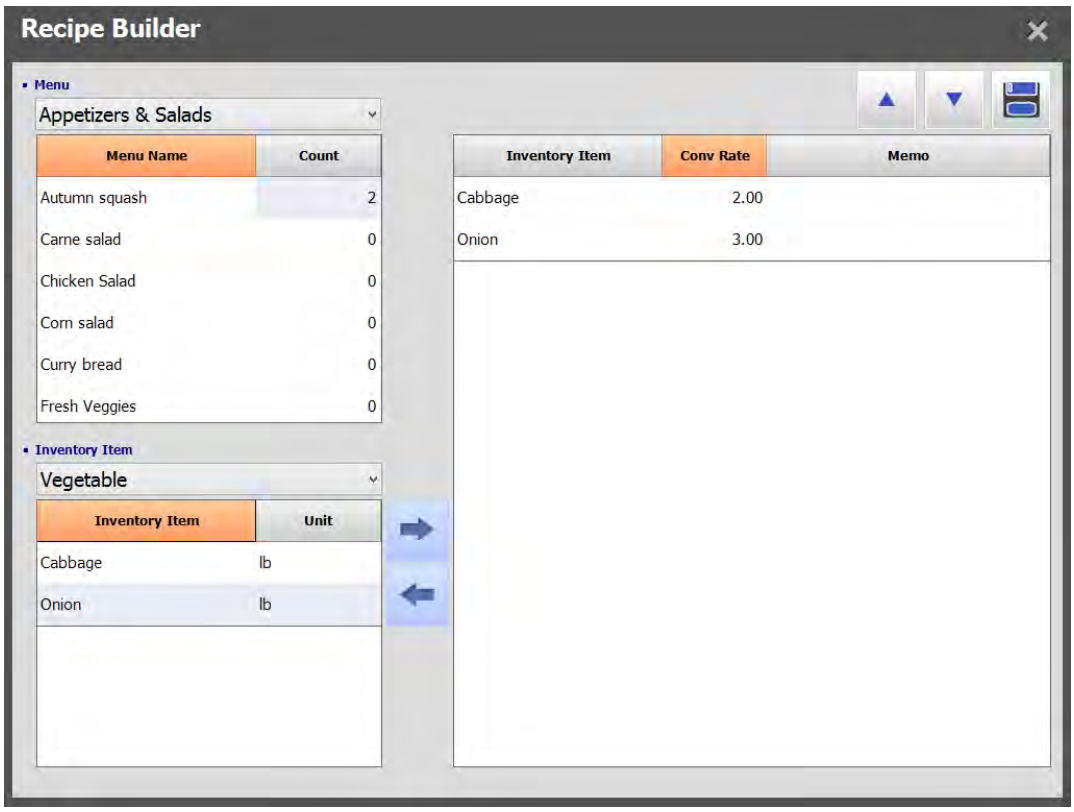
(1) Select an item in the left pane.
(2) Modify the fields in the right pane.
(3) Click *[Save]* button.

To delete an inventory item:

(1) Select an item in the left pane.
(2) Click *[Delete]* button.

5. Recipe Builder

➔ Registering food materials that are used in menus for inventory management: When menus are sold, the "Convert Rate" of the materials are deducted from the inventory so that it's possible to manage inventory efficiently.

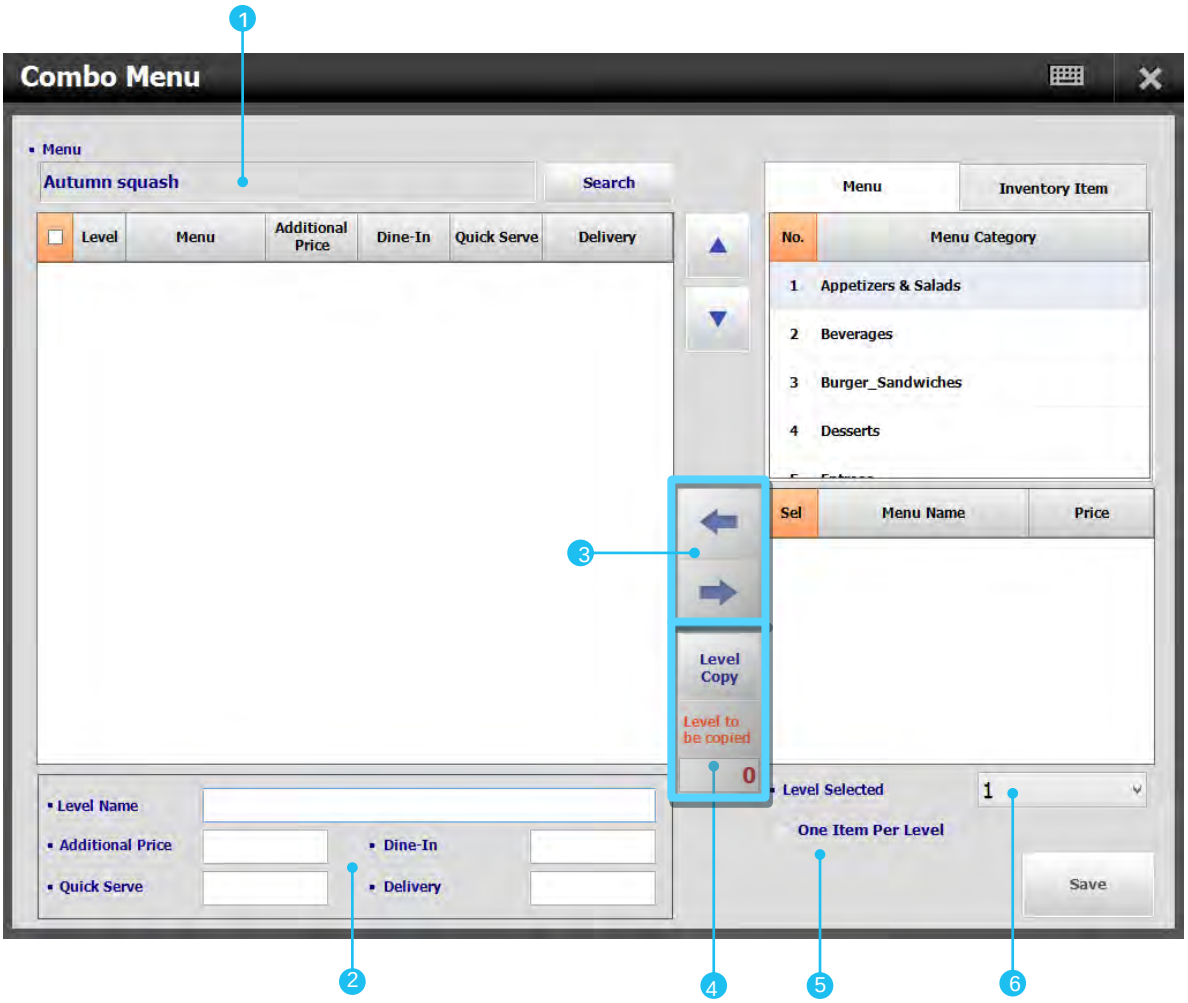


How to set up:

1) Select a menu category from the dropdown box of *[Menu]*.
2) Select a menu from *[Menu Name]* column.
3) Select an inventory item from the dropdown box of *[inventory Item].*
4) Select an inventory item from the *[Inventory Item]* column.
5) Click button to add it to Recipe. To remove an item from Recipe, select an item in the right pane, and click button.
6) To enter the convert rate or Memo, select a cell of those columns, and then direc tly type in.
7) Click button to save settings.

6. Combo Menu

➔ Sometimes we sell menu items in a set or group, we call this kind of menu "Combo", "Full Course", or "Set Menu". To configure this kind of menu, you can use *[Combo Menu]*.



➔ ❶ This is the representative menu name for combo menu. You need to create this menu at *[Menu Registration]* in advance.

❷ This is the individual combo menu information: you can specify the additional price and other prices individually based on services such as Dint-In, Quick Serve, and Delivery

❸ Adding and Removing button

It adds the checked items on the right hand side to the combo menu list on the left hand pane.

It removes the checked items from the combo menu list on the left pane.

You can specify a level where you want to add items to. When you select a level here and add items to the combo menu list, these items will be added under that level.

❹ Level Copy: It duplicates combo menus based on a level. Enter the level number in the field of "Level to be copied", and then click [Level Copy] button to duplicate the combo menu group or the level.

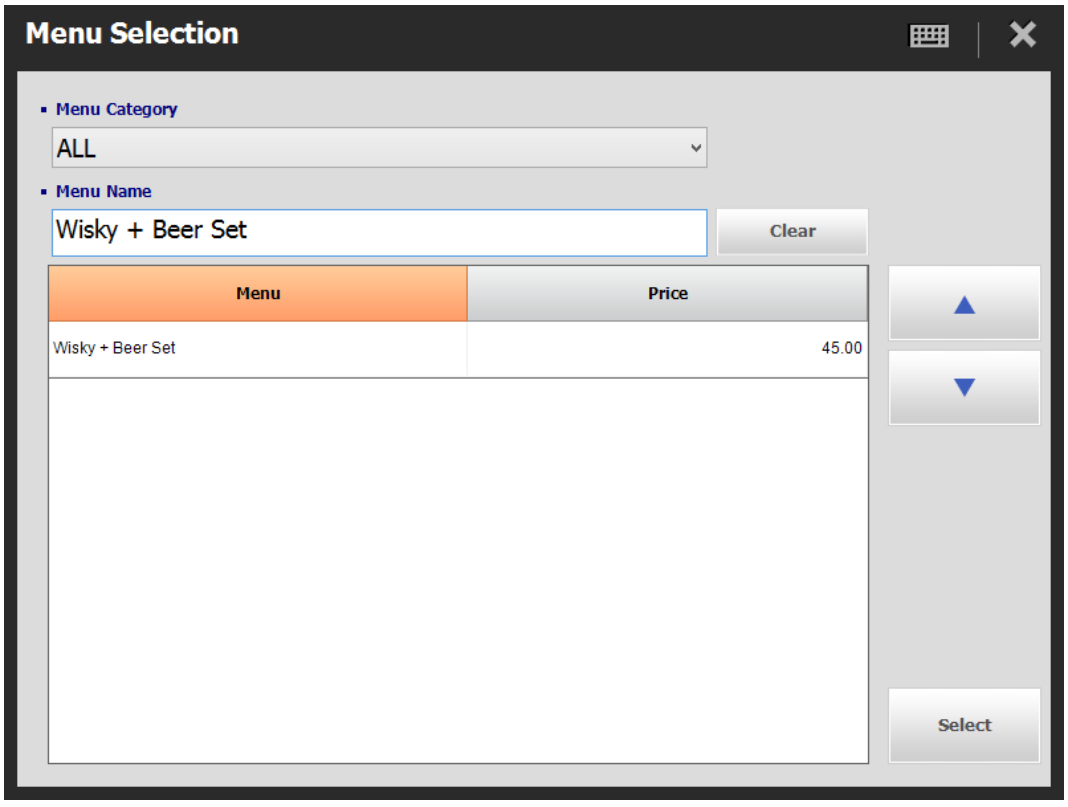
❺ One Item Per Level: If you want to have one item in a level, you can check this. In this case, the combo menu automatically displays on the Order screen when you take an order.

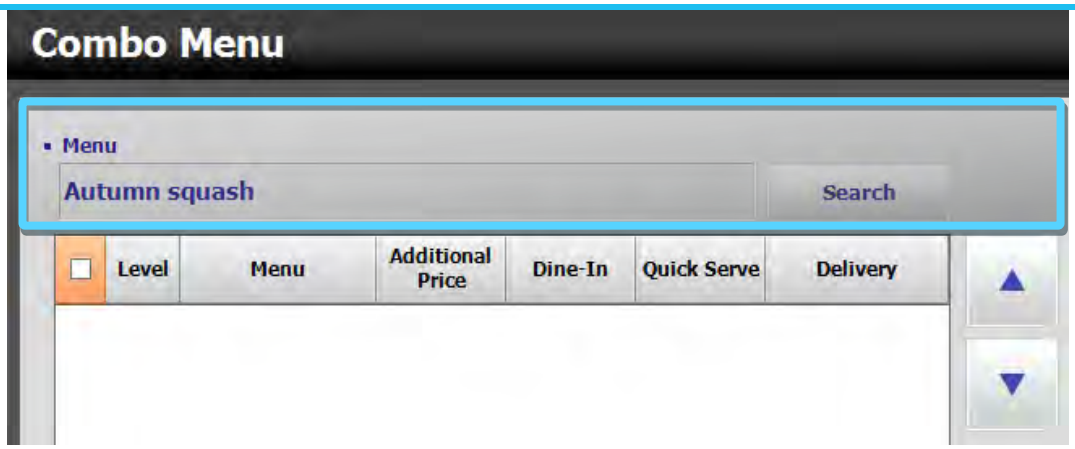
❻ Level Selected: The number of levels are generated automatically. If you need to add a new combo menu into an existing sub-menu group, then select the level number here.

How to setup Combo Menu

Step 1 : Creating a menu set
Create a menu set in "Menu Registration" section (for example, "**Wisky + Beer Set**").

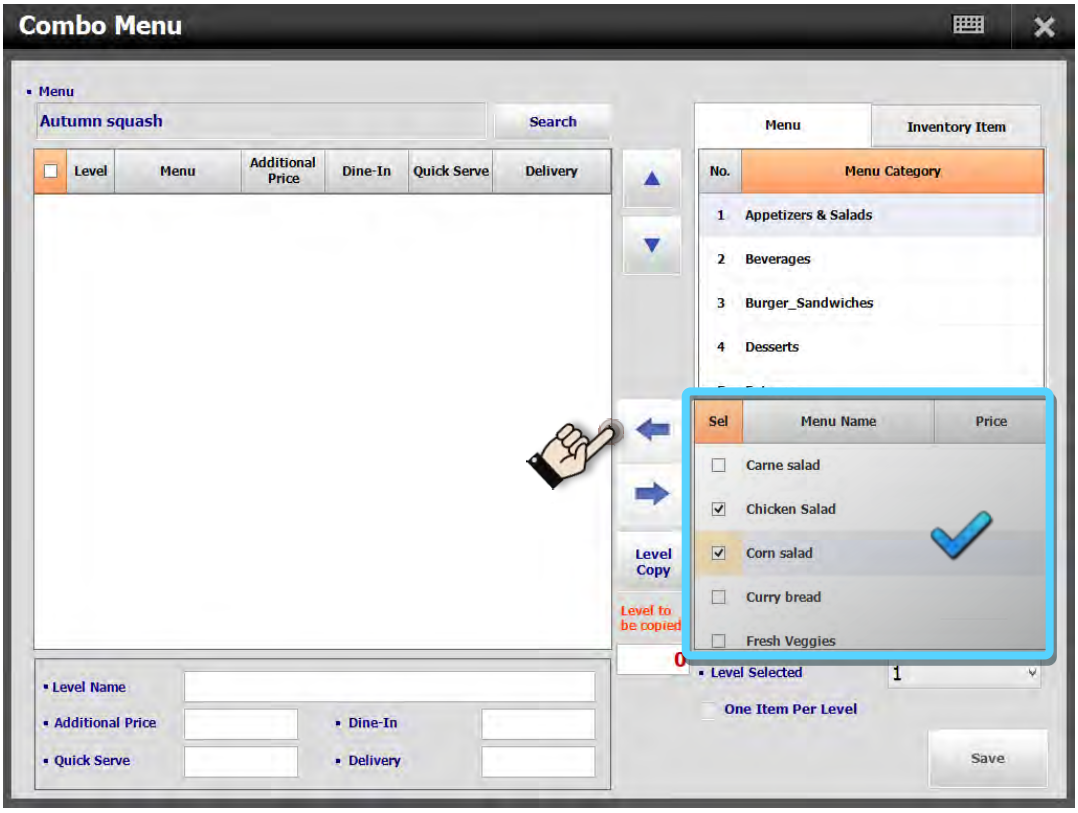
Step 2 : Searching the menu set
Click "Combo Menu" button (Operation Management → Menu → Combo Menu), and search the menu, "**Wisky + Beer Set**" as follows.

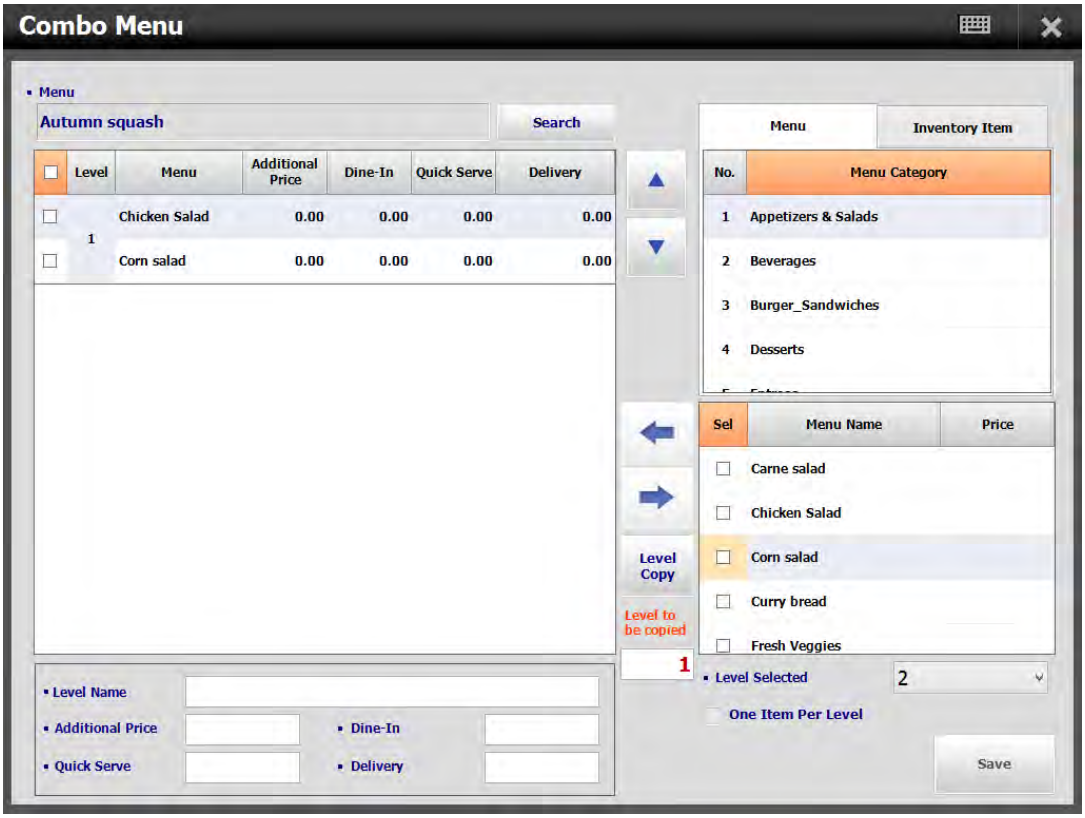




➔ Step 3 : Adding menus to the menu set

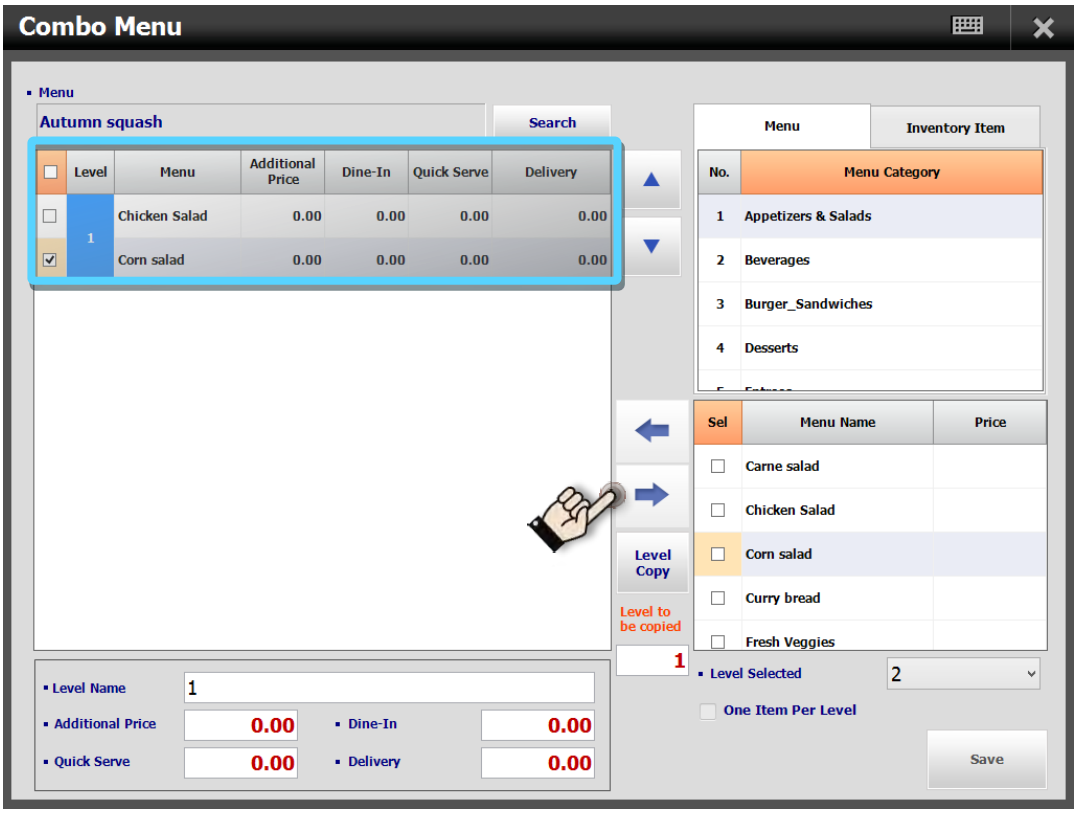
When you click the menu or inventory category at the top-right section, the items that belong to the category will display in the bottom section. Then select menus from the bottom section, and click the left arrow button to add them to the menu set (Wisky + Beer Set).





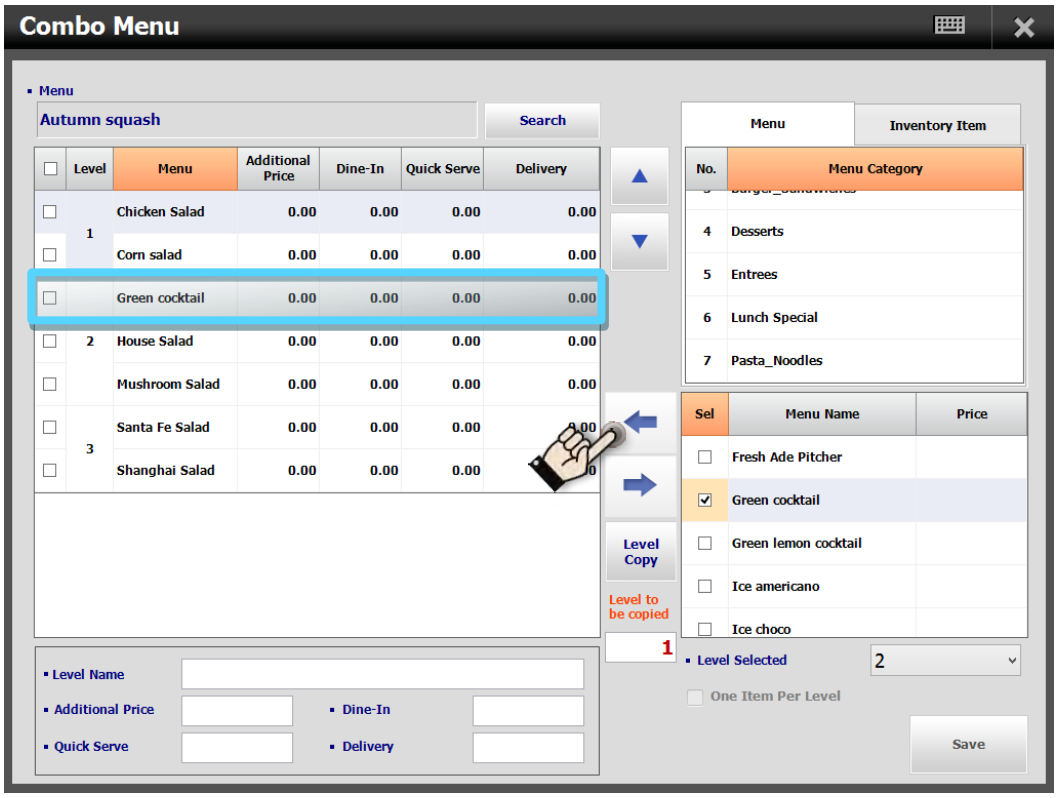
Step 4 : Removing menus from the menu set

To remove combo menus from the menu set, check the check boxes of the combo menus, and click the right arrow button.



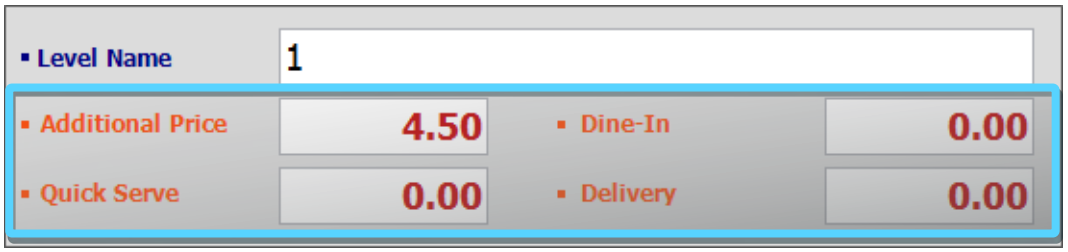
Step 5 : Adding a menu to a certain level of Combo Menu

- Select a level from the "Level Selected" combo box that you like to add a menu to.
- Select a menu from the bottom-right section.
- Click button.

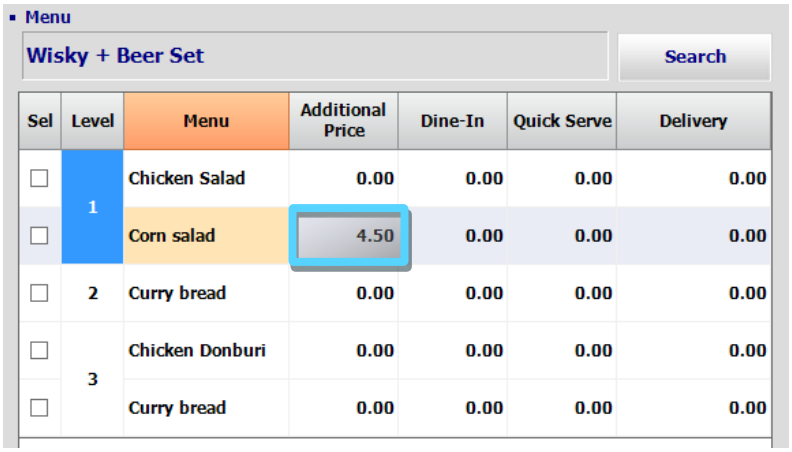


Step 5 : Assigning prices

Select a combo menu from the combo menu list section, and then enter a price or prices in the bottom-left section as follows:



Click *[Save]* button to save it.

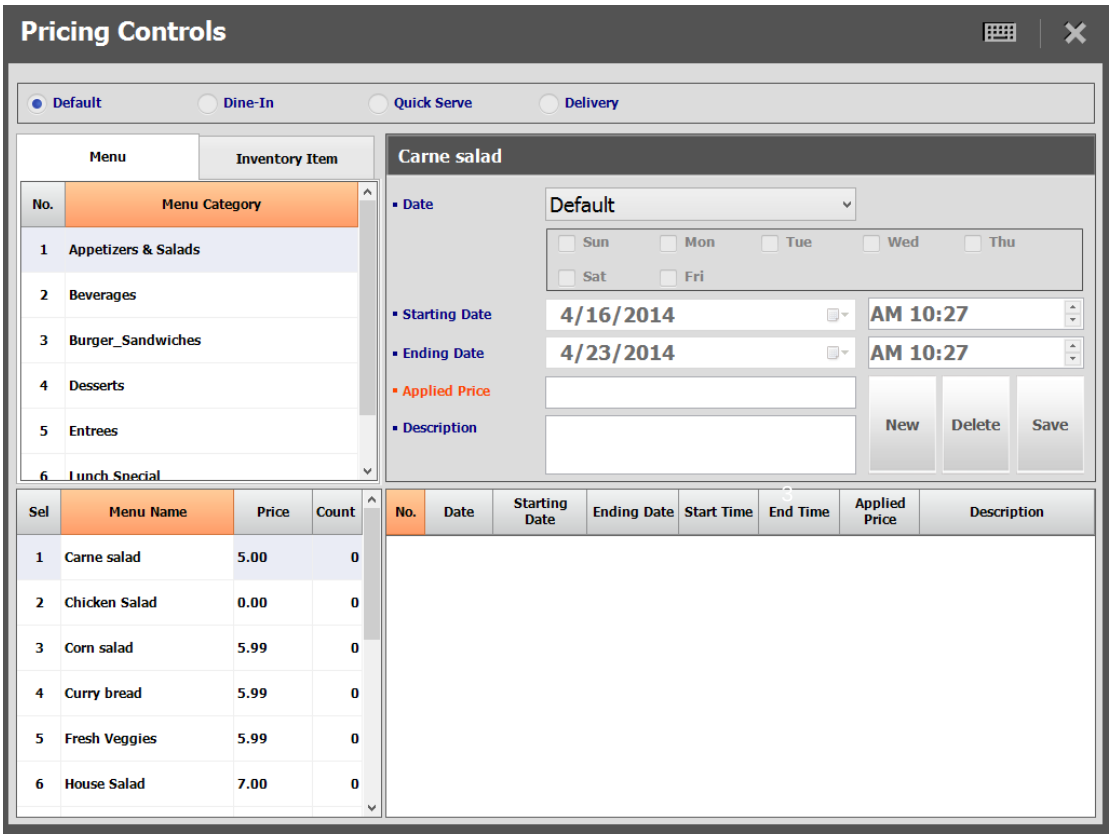


[Image 1] It shows the price you've entered to the sub menu

7. Pricing Controls

➔ You can specify different sale prices based on sale types. It's usful for special events that offer special prices.

Example:
You can configure the unit price differently on the same menu item based on days, periods, and hours.



➔ **[Configuring Unit Price of Menu Item]**
The general unit price of the menu item is the price that is registered in *[Menu Registration]*.

Ex.) "Burger": $9.00

If the price is different based on sale types shuch as Dine-In, Quick Serve, and Delivery, for example, $10.00 for Dine-In and $9.00 for others, then do the following steps:

- Select [Dine-In].
- Select *[Default]* in *[Day]* section, and the type in 10.00 in *[Applied Price]*.
- If you like to set up prices differently based on certain days, periods, or hours, then select *[Day]* or *[Range]* in *[Day]* section.
- Click *[Save]* to save your settings.

8. Market Price Menu

➔ Please refer to "Market Price".

---

9. Modifier Configuration

➔ This section will explain how to configure the Modifier.

These are brief steps in overall to configure Modifier:

1) First, create Modifier groups.
2) Add new Modifier additional items, or update the existing additional items.
3) Create Modifier items that will be registered to the Modifier groups.
4) Assign the Modifier additional items to the Modifier items. If there are no Modifier additional items that you are looking for, create them first before you create the Modifier items.
5) Register Modifier items to the Modifier groups.
6) Finally, assign the Modifier groups to the Menu items.

1) Modifier Group

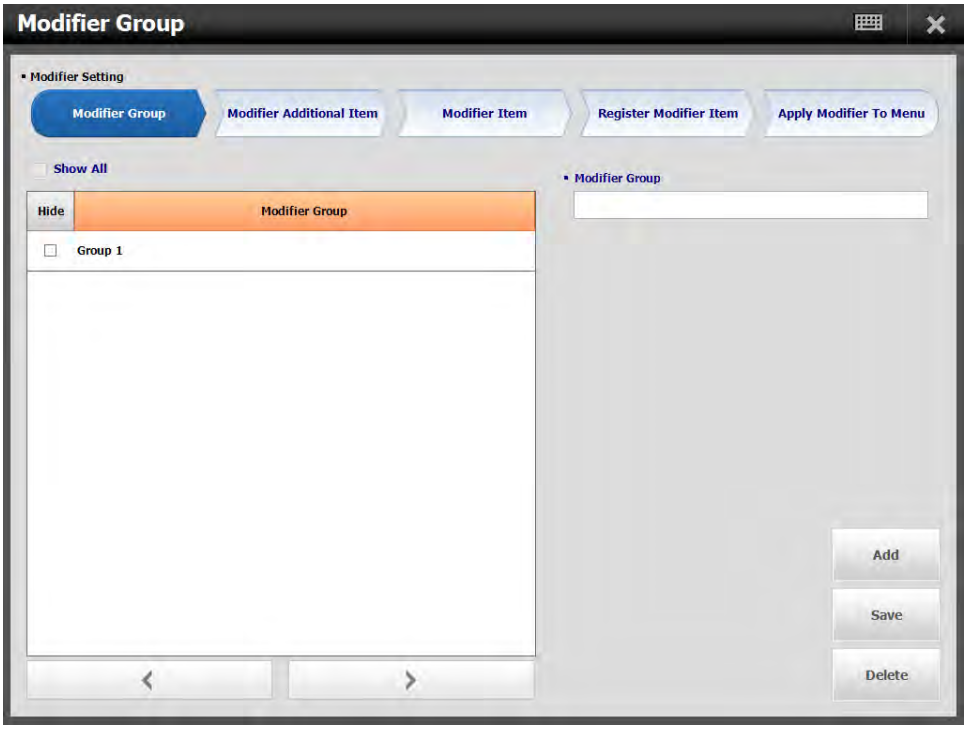
➔ You can create, edit, activate, and deactivate Modifier groups

To create a group, type in a group name in the field of "Modifier Group", and then click *[Add]* button.

To edit a group, select a Modifier group from the group list box, change the group name in the field of "Modifier Group", and then click *[Save]* button.

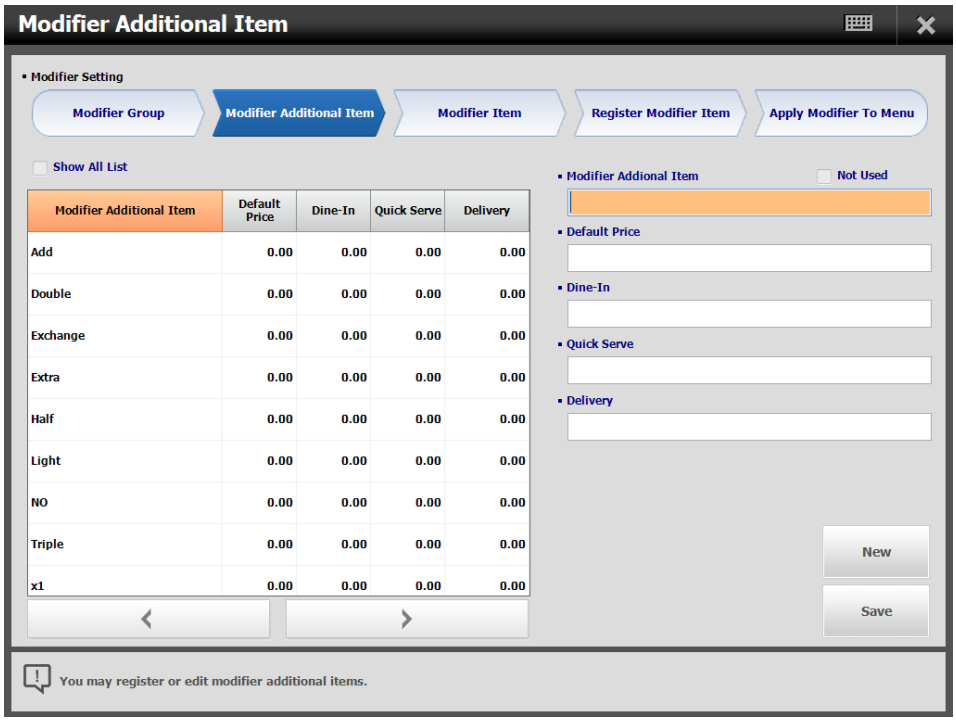
To deactivate a group, check the check box in front of the Modifier group in the group list box.

To view deactivated groups, check "Show All".



2) Modifier Additional Item

➔ You can create, edit, activate, and deactivate Modifier additional items will be applied to Modifier items in next step.

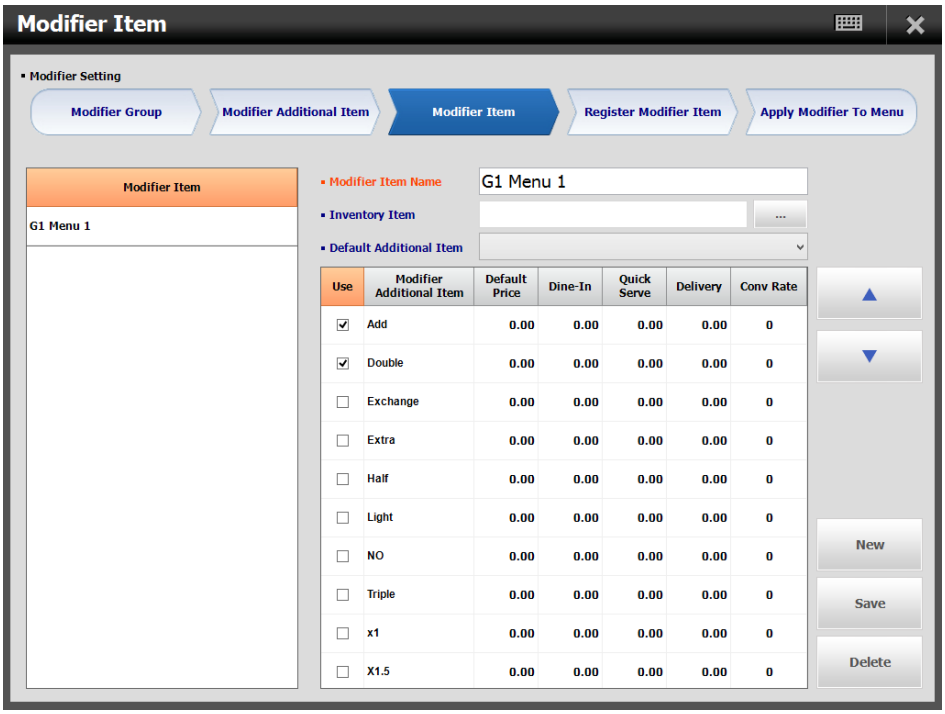


3) Modifier Item

➔ You can create, edit, and delete Modifier items that will be registered to the groups, and assigined to menus.

NOTE:

- If you manage the inventory, select an inventory item from "Inventory Item" section, and then set up the conversion rate in the right most column. The inventory will be automatically deducted as much as the conversion rate.
- To assign Modifier additional items to a Modifier items, select a Modifier item in the left pane, and check the Modifier additional items in the right pane. And then click *[Save]* button.

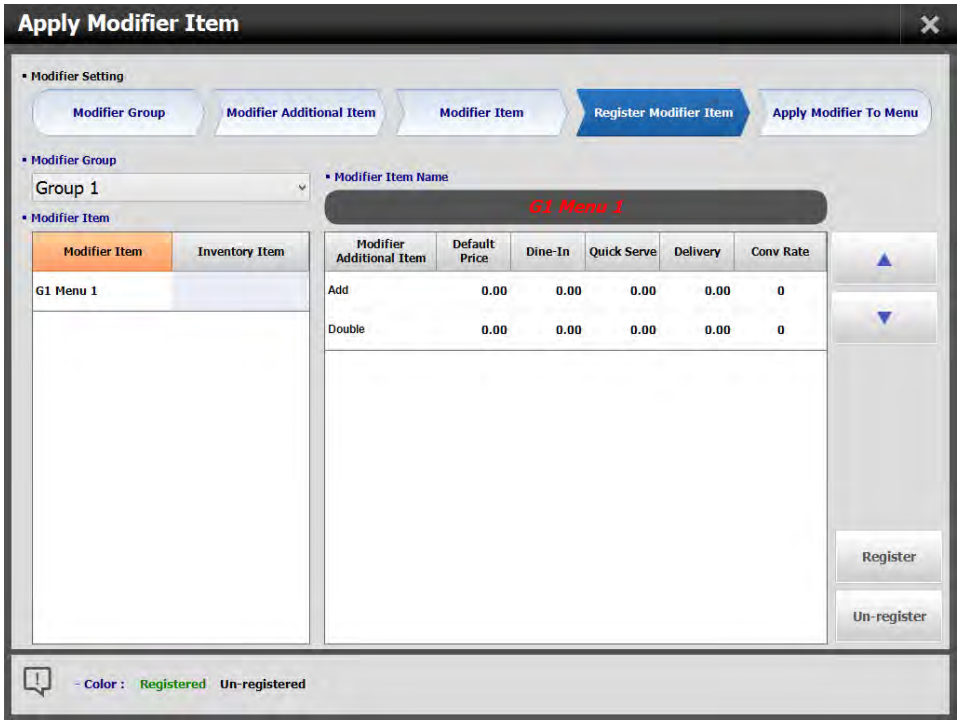


4) Register Modifier Item

➔ You can register or unregister Modifier items to/from Modifier groups.

< To register/unregister Modifier Items >

- Select a Modifier group from the Combo Box in "Modifier Group" section.
- Select Modifier items in the left pane.
- Click "Register" or "Unregister" button.
- When you register Modifier items, they turn out green.

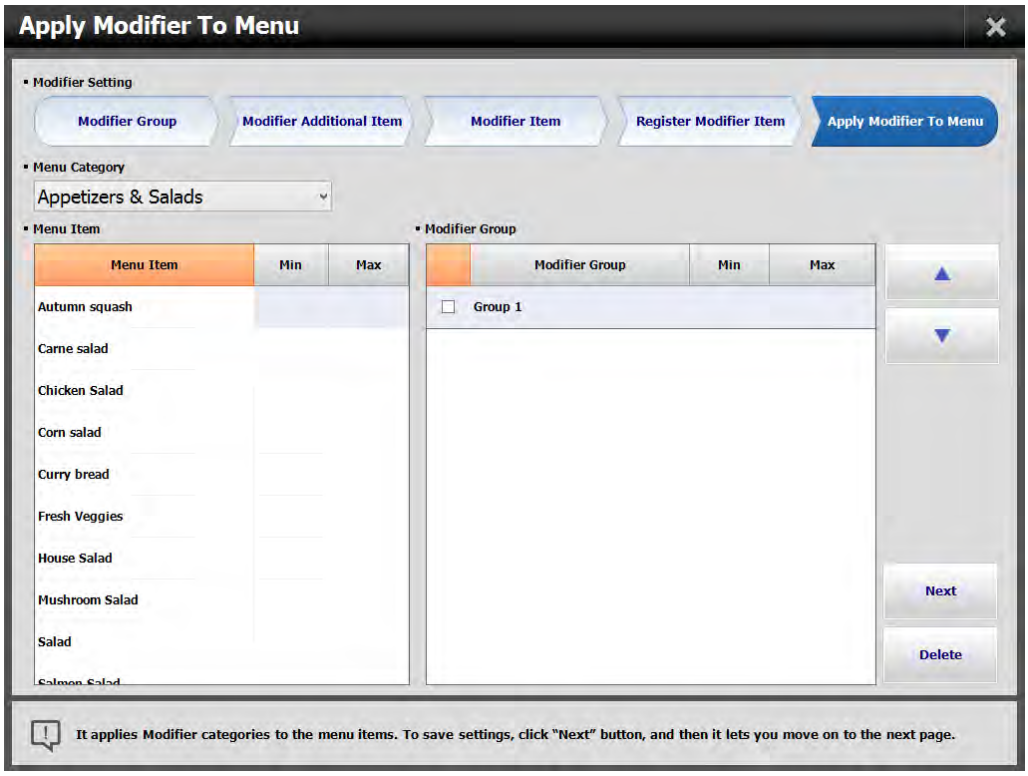


5) Apply Modifier To Menu

➔ You are all done configuring the Modifier base settings. If you are not, please go back to the first step, and configure the base settings.

Now, it is the time to assign the Modifier, that you've configured in the previous section, to menus.

Step 1 : Assigning Modifier Groups



- Select a Menu category from the Combo Box in "Menu Category" section.
- Select a Menu item from the Menu Item section.
- Check Modifier group(s).
- To delete Modifier items from Menu items, click "Delete" button.
- To continue to setup, click "Next" button: see the next step.

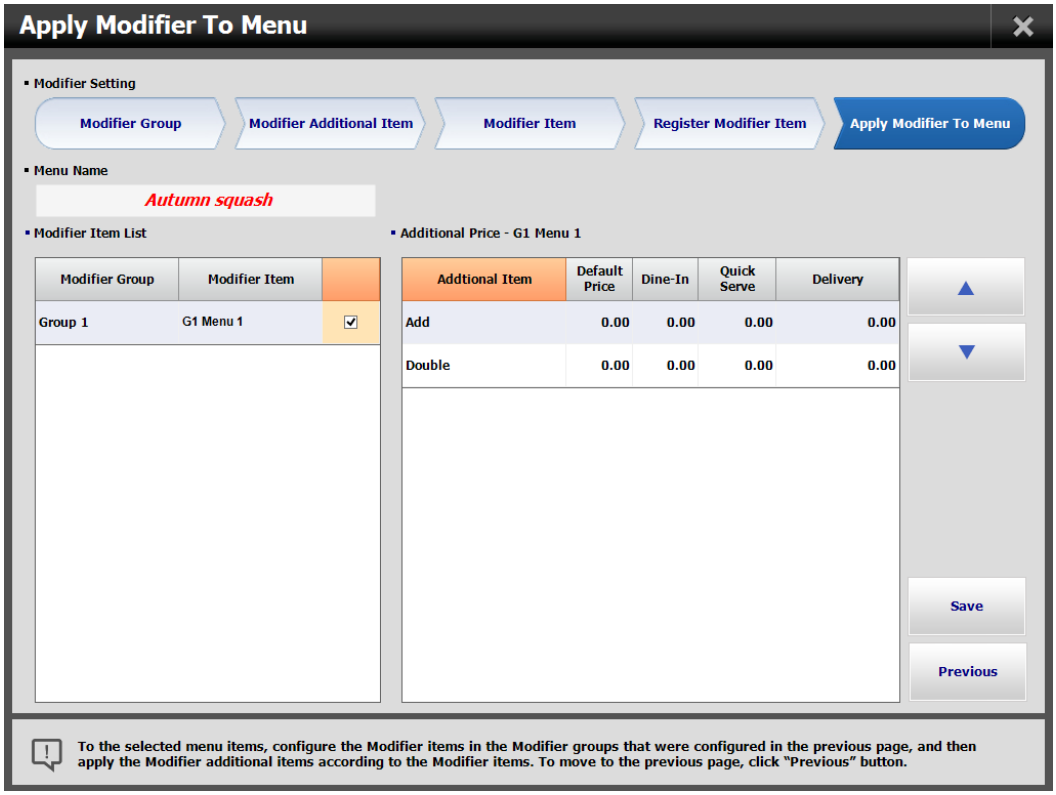
- Min : Minimum Amount
- Max : Maximum Amount

If you don't specify amounts, you can use Modifier without limit.

Tip:
When you set up the values of Min and Max of Menu Item, these values must be the same as the sum of Min and Max values of Modifier Group. Please keep in mind this.

Step 2 : Assigning Modifier Items

Click *[Next]* button from the previous section. Then you will see the screen as follows:



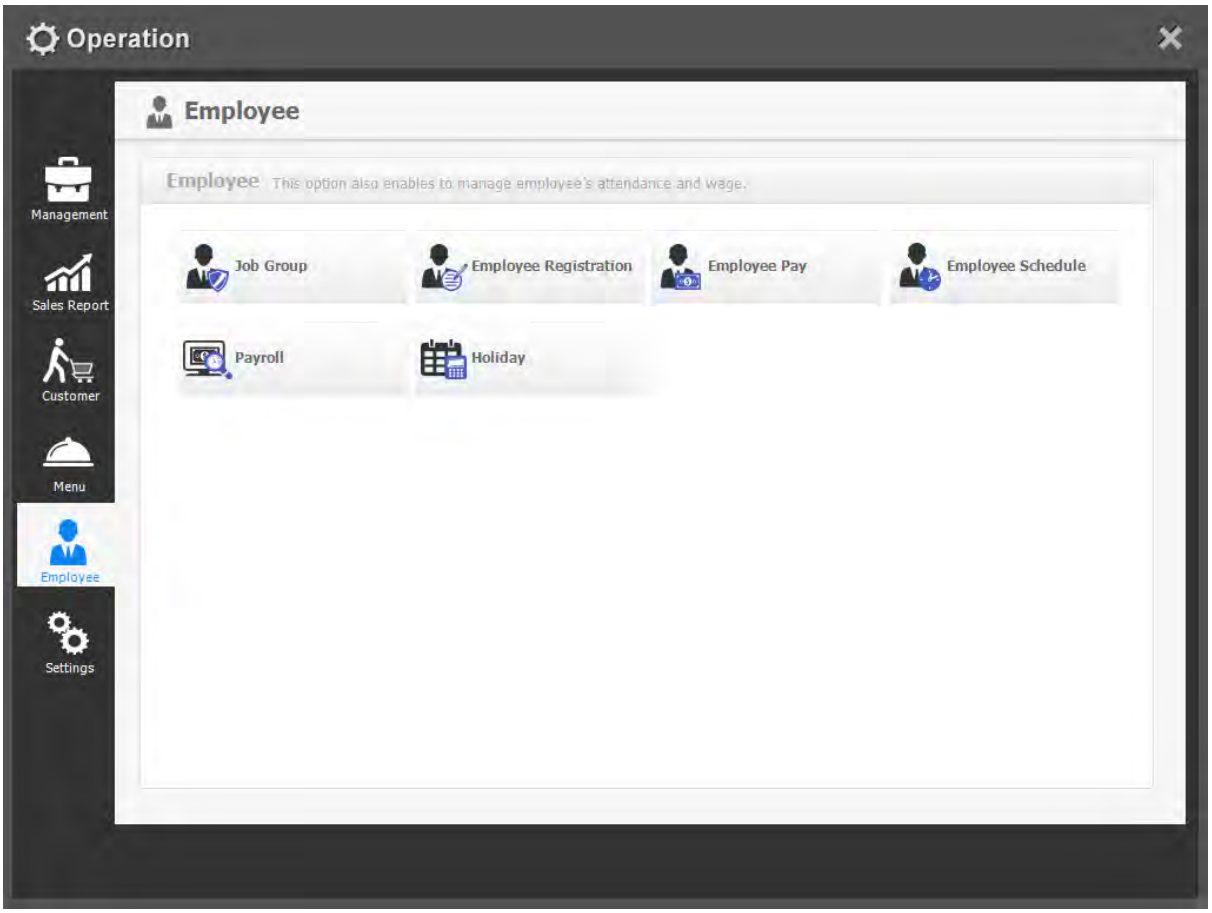
- It shows Modifier groups that belong to the Menu items and Modifier items that were registered to the Modifier groups that were configured in the base settings.

To set up:

- Check the check box of a Modifier item.
- Set up the prices for Modifier additional items.
- Click *[Save]* button to save all your settings.
- To go to the previous screen, click *[Previous]* button.

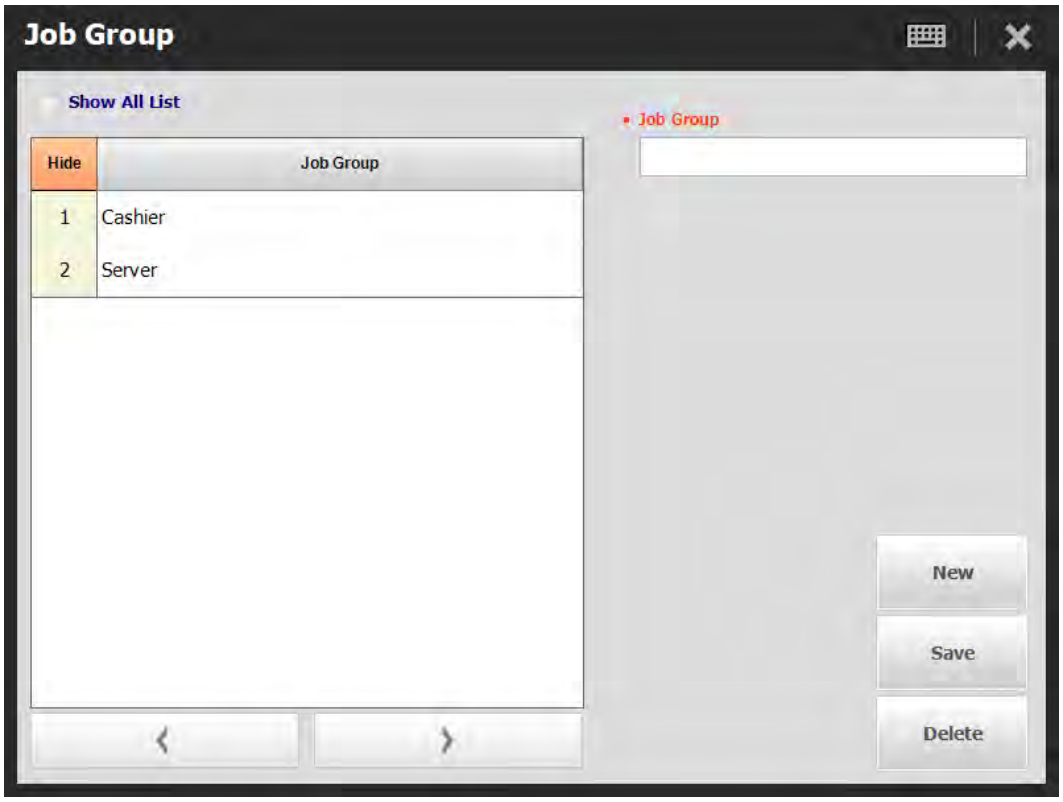
Employee

You can configure about Employee such as Job Group, Employee Registration, Employee Pay, Employee Schedule, Payroll, and Holiday.



1. Job Group

➔ Creating job groups for managing employees and setting up their security levels



➔ The groups that employees will belong to can be arbitrarily registered, and their security levels can be set by Security Level.

To create a new group:

- Click *[New]* button.
- Enter the name of a job group in the field of [Job Group].
- Click *[Save]* button.

To edit a new group:

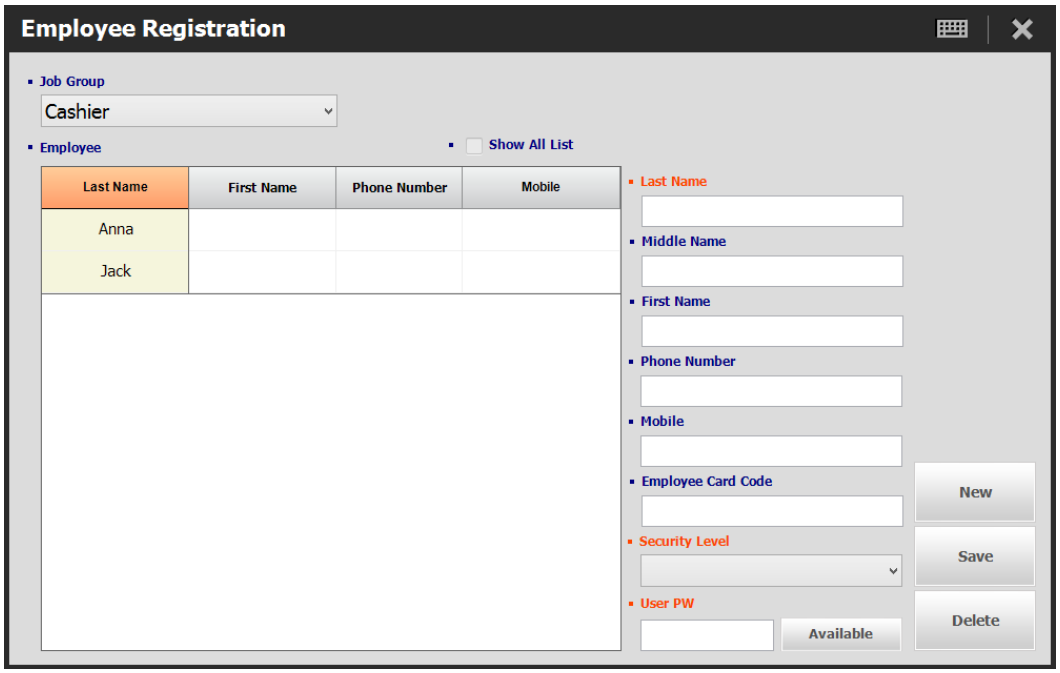
- Select a group in the left pane.
- Modify the group name.
- Click *[Save]* button.

To delete a new group:

- Select a group in the left pane.
- Click *[Delete]* button.

2. Employee Registration

➔ Registering the basic information of employees



➔ By registering employees, you can manage employees who do activities in *[Program Login], [Time Card], [Cashier-In / -Out], [Order], [Tender],* and so on.

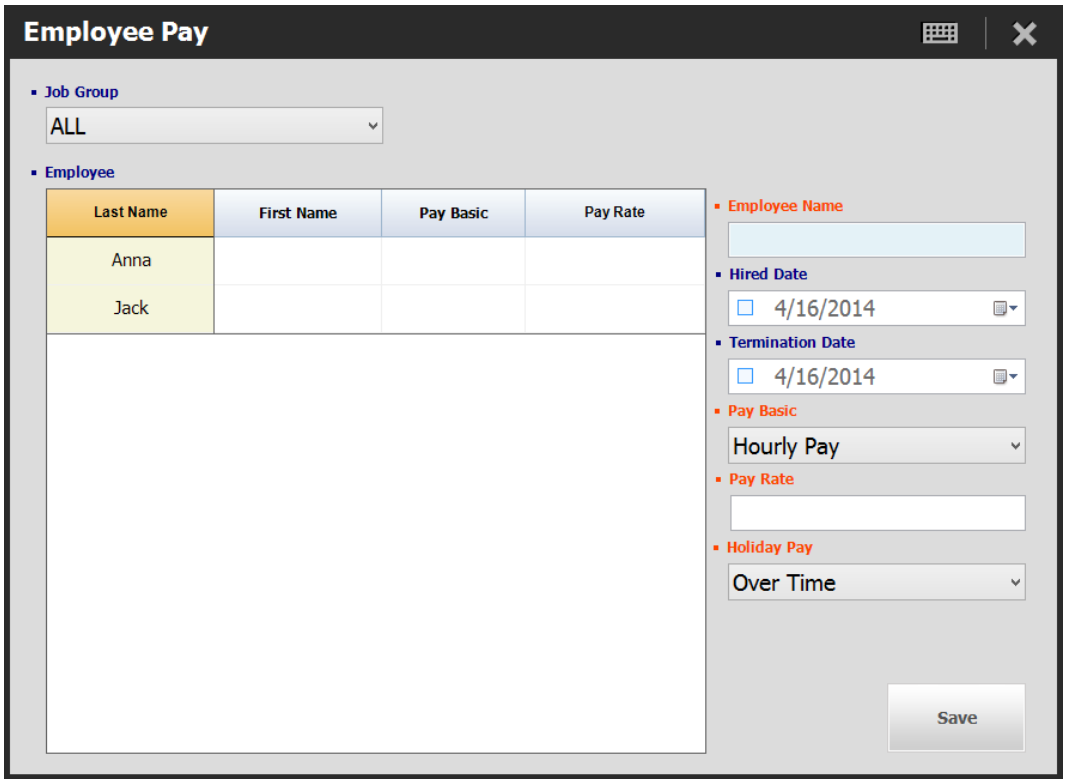
You can also manage employees giving limitations to various tasks by setting security levels through the password.

- User PW is the password that is used for accessing various tasks. It's a unique number.

- You can activate and deactivate employees. To deactivate, click *[Delete]* button: it doesn't delete it from database. To activate again, check the *[Show All List]* check box and select the inactive employee. Then uncheck the *[Not Used]* check box, and click *[Save]* button.

3. Employee Pay

➔ Setting employees' pay information



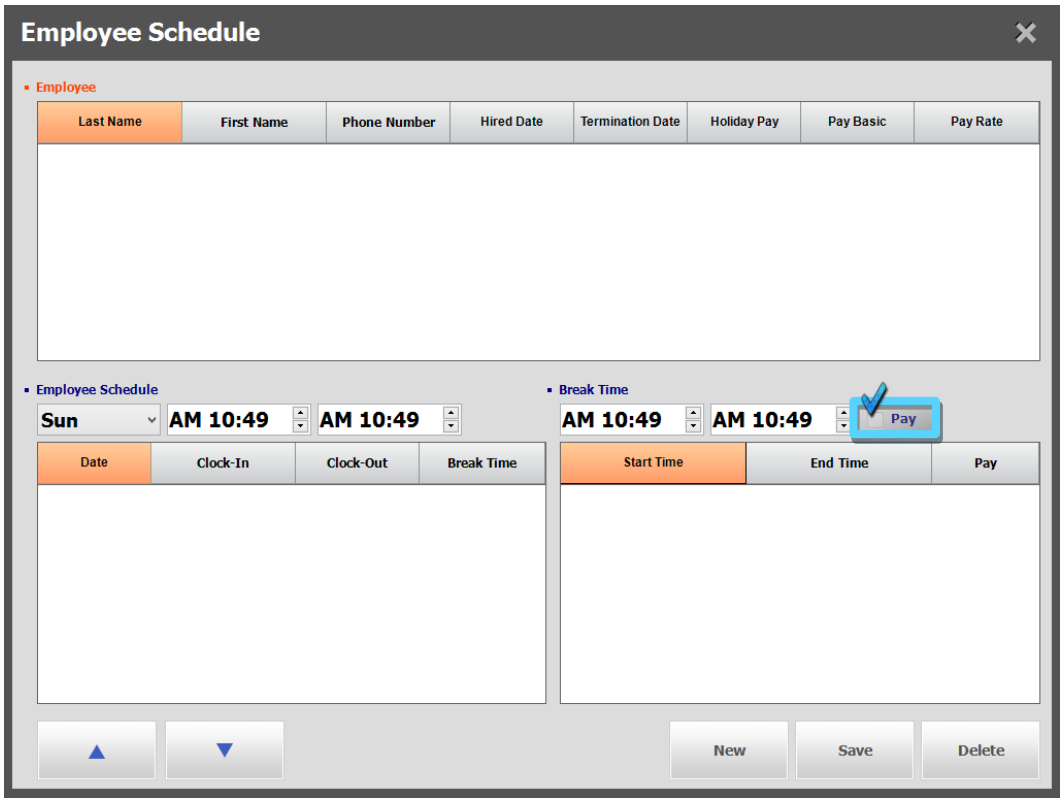
➔ Using this registered information, you can manage employees' schedules and pay in *[Payroll]* and *[Employee Schedule].*

If you don't set up the information of the employees' pay, the employees' information doesn't display in *[Employee Schedule]*, and also the payroll information doesn't reflect in *[Payroll]*.

- Job Group: Select a job group that employees belong to.
- Employee Name: Employee's full name, which is not editable
- Hired Date: Select the employee's hired date.
- Termination Date: Select employee's terminated date.
- Tax Account Number: Enter employee's tax account number.
- Pay Basic: Select a basic pay type. There are two options: Hourly Pay and Salary Pay.
- Pay Rate: Enter pay rate. Ex) Enter 10.00 if it's $10.00 per hour.
- Holiday Pay: Select a holiday pay type. If an employee works on a holiday that is designated in *[Holiday]*, the pay will be calculated based on the holiday pay type that you select here.

4. Employee Schedule

➔ Setting employees working and break time.



➔ The employees who got set up in *[Employee Pay]* will be displayed in the [Employee] section on the top.

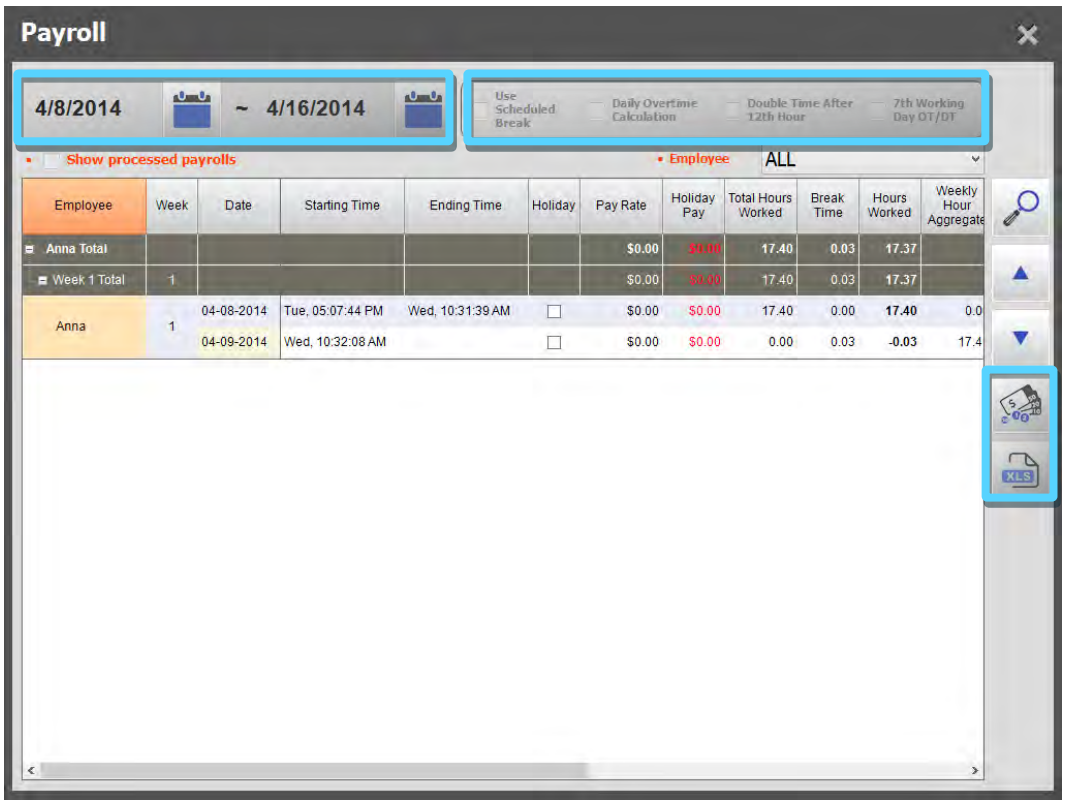
You can set up working schedules and break time to each employee by selecting employees in the employee section on the top.

The working schedules are not applied to the calculation for payroll, but the break time is applied if you check *[Pay]* when you register break time as above.

5. Payroll

➔ Managing employees' payroll:

In Payroll screen as follows, you can search and pay wages according to the working hours that were written through *[Time Card]* function.

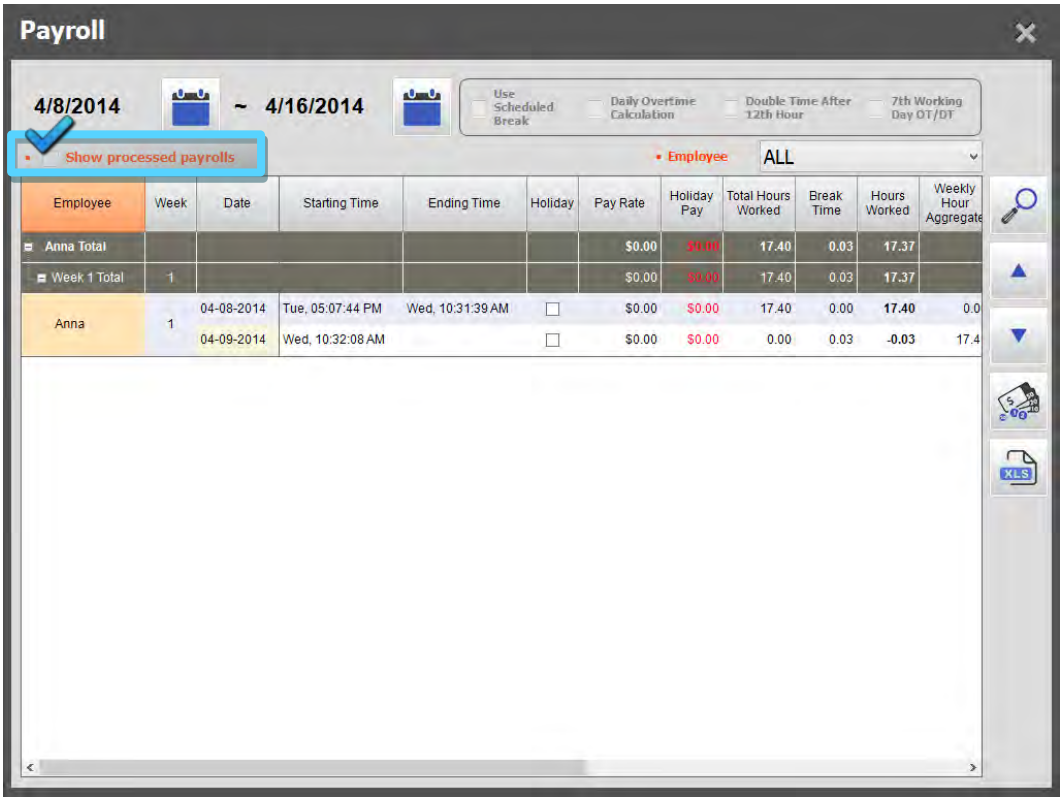


- By selecting dates on the top of the screen, you can search payroll information during those dates. If you like to search a certain employee, select an employee from the employee list in *[Employee]* section, and then click (search) button.

➔ Payrolls are calculated based on how you set up in *[Payroll Calculation]* (Operation Management → Settings → Payroll Calculation). Those settings are displayed on the top of the payroll screen as follows:

This is only for a display purpose. If you like to change the settings, you can do it in *[Payroll Calculation]*.

➔ You can clear up the payroll information by clicking *[Pay]* button. The cleared payrolls won't display on this screen unless you check *[Show Processed]* and click (search) button.



If there's no time value in *[Ending Time]* column, it means the employee didn't *[Clock Out]* yet, and you cannot process payroll with *[Pay]* button.

If an employee didn't *[Clock Out]*, then you should clock out for him/her in *[Employee Clock In Out]* in order to process payrolls.

If you like to print out payroll information, you can export the information to Excel file by clicking (Excel) button.

- Week: It's the count of working weeks, not the full working weeks, from the beginning of the searching date. You should notice one thing: If you, for example, set up the first day of week as Sunday and the beginning searching date as 4/1/2013 which is Monday, then the count of working weeks will be one (1) in the *[Week]* column for the working date, 4/2/2013, which is Tuesday, even though it's only one working day.
- Starting Time / Ending Time: It's recorded automatically in *[Time Card]* when employees check in and check out. This is the normal way, but you as a manager, exceptionally and forcibly, can add or edit the information in *[Employee Clock In/Out]*.
- Holiday: If the worked date is a holiday, the check box is checked automatically.
- Pay Rate: It is the regular *[Pay Rate]* that is selected in *[Employee Pay]*.
- Holiday Pay: It is the result of calculation, applying *[Holiday Pay]* option that you select in *[Employee Pay]*.

- Total Hours Worked: It is the total hours worked, deducting the starting time from the ending time: it includes the break time.
- Break Time: It's calculated based on the break time setting in *[Employee Schedule]*. If you check *[Pay]* when you set up break time in *[Employee Schedule]*, this break time won't be included here.
- Net Hours Worked: This is the actual hours worked excluding break time: it's calculated by deducting break time from the total hours worked.
- Weekly Hour Aggregate: It is the weekly aggregated worked hours, but the hours on the date worked are not included.
- Daily Hour Aggregate: It is the daily aggregated worked hours: it will compute all the *[Clock In/Outs]* that happen on the same day.
- Regular Time / Over Time / Double Time
  - These are the parts of total hours worked, and they are computed differently according to the the overtime calculation policy that is set up in *[Payroll Calculation]* (Operation Management → Settings → Payroll Calculation).
  - The over time is not computed based on the hours set in *[Employee Schedule]*, but based on the policy that is configured in *[Payroll Calculation]*. When worked hours exceed the hours that were set up in *[Payroll Calculation]*, then the over time will be calculated.

  - For example, in case of setting *[Daily Overtime Calculation]* as 8 hours and checking *[Double Time After 12th Hour]* in *[Payroll Calculation]*, if the total worked hours are 14 hours, then the regular time will be 8 hours, the over time will be four hours, and the double time will be 2 hours, counting from 12th hour.
- Regular Time Pay (R/T Pay) / Over Time Pay (O/T Pay) / Double Time Pay (D/T Pay)
  - These are computed based on the pay rates such as one time, one and a half times, and double times for R/T Pay, O/T Pay, and D/T Pay respectively.

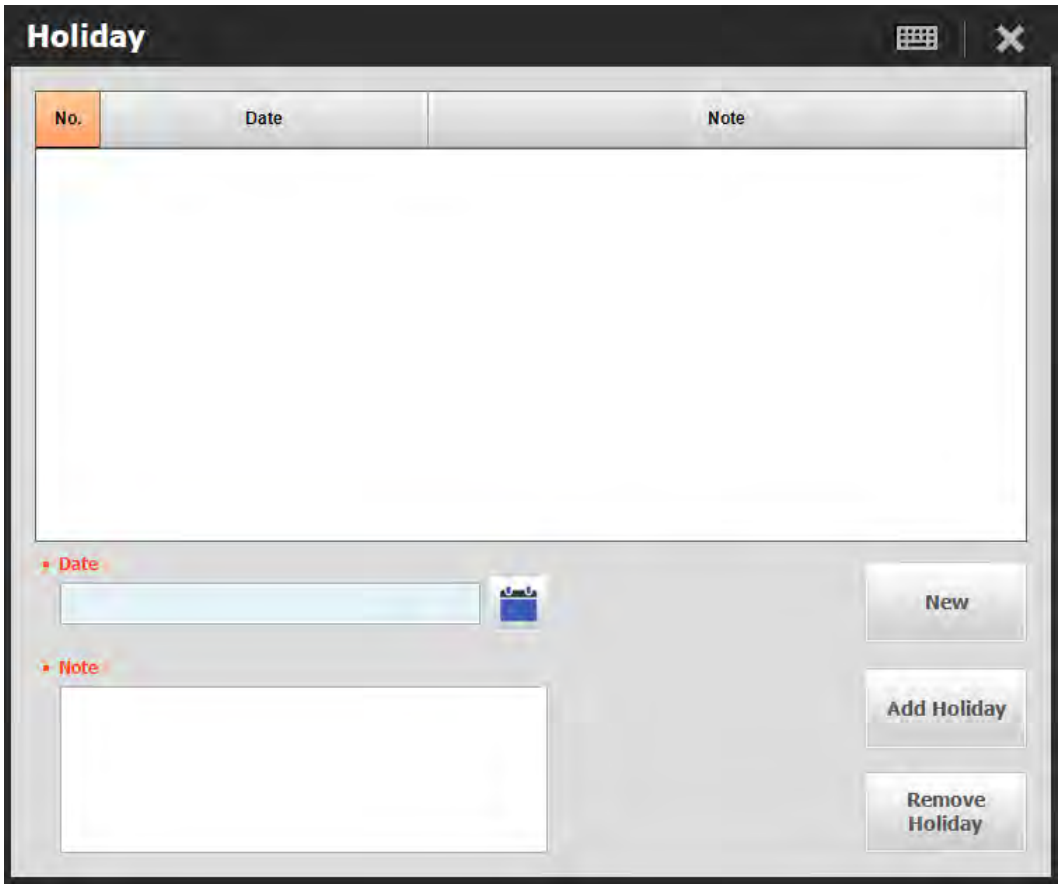
  - For example:
    - Regular Time = 8 hours
    - Over Time = 4 hours
    - Double Time = 2 hours
    - Pay Rate = $10.00

    - Then, R/T Pay = $80.00 ($10 x 8 hours)
    - O/T Pay = $60.00 ($10.00 x 1.5 times x 4 hours)
    - D/T Pay = $40.00 ($10.00 x 2 times x 2 hours)

- Total Pay: It's the sum of all pay types such as R/T Pay, O/T Pay, and D/T Pay.

6. Holiday

➔ Setting holidays

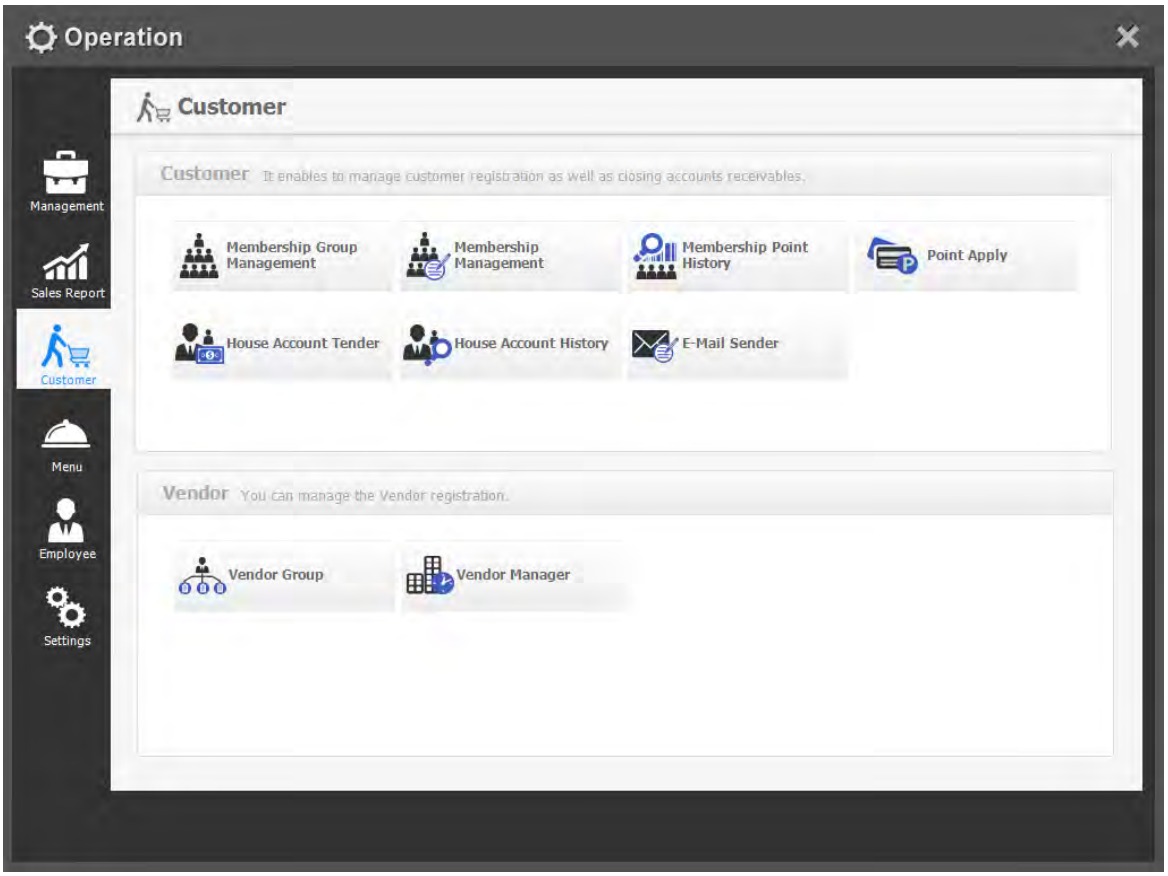


➔ If you set up holidays here and employees work on these days, then the holiday pay type that is selected in *[Employee Pay]* will be applied to payroll calculations.

- Date: Set up the date of holiday.
- Note: Enter some explanations about the holiday.

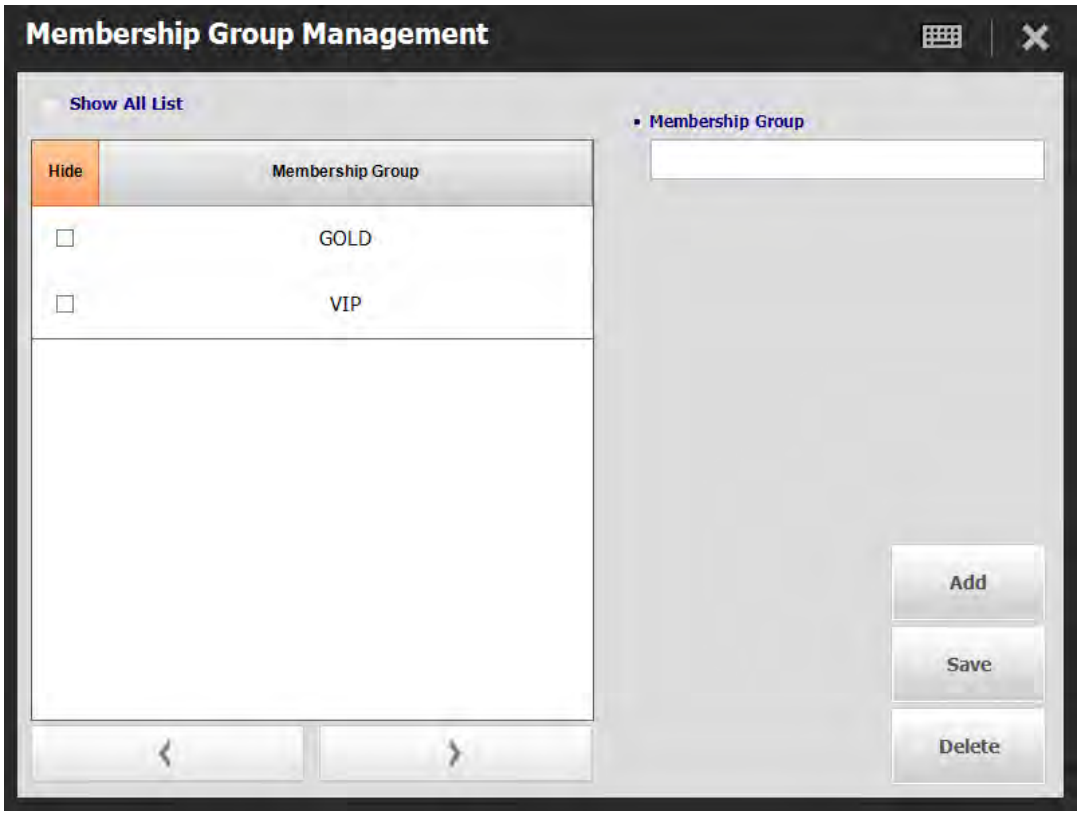
Customer

You can configure customer information such as Membership Group Management, Membership Management, Membership Point History, House Account Tender, House Account History, Vendor Group, and Vendor Manager.



1. Membership Group Management

➔ You may create and edit membership groups that members will belong to.



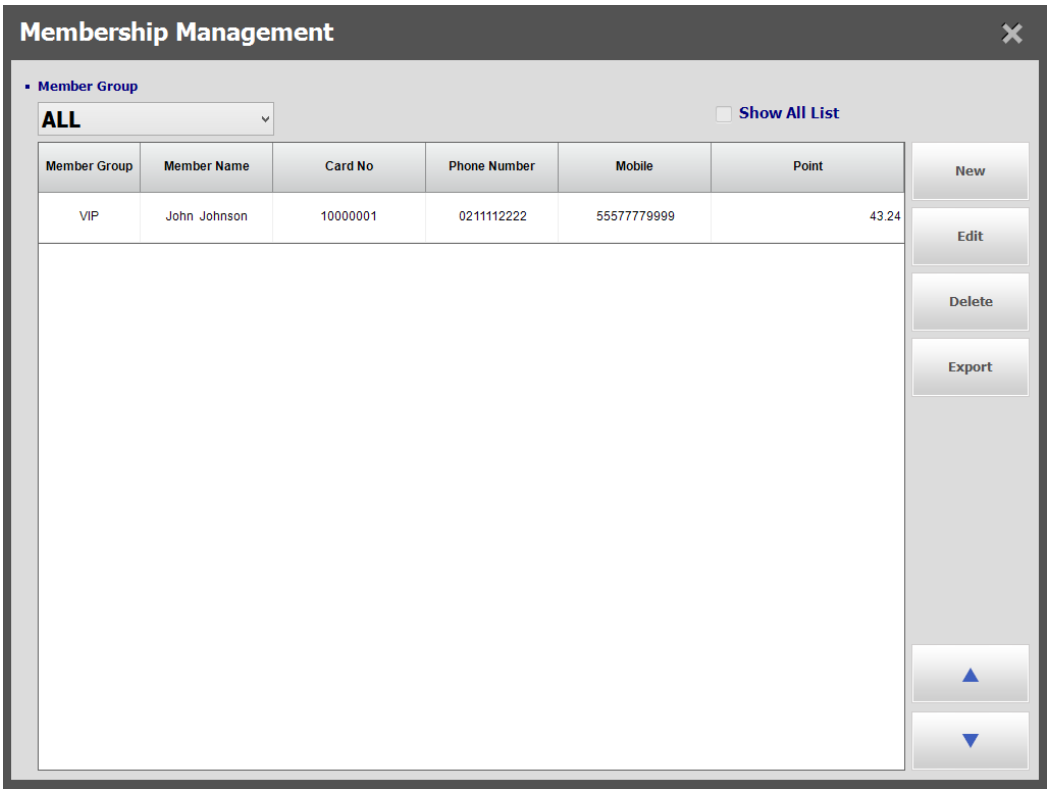
To create a new group:

- Click *[Add]* button.
- Enter a group name in the field of "Membership Group".
- Click *[Save].*

To make a group inactive, check the check box in "Hide" column.

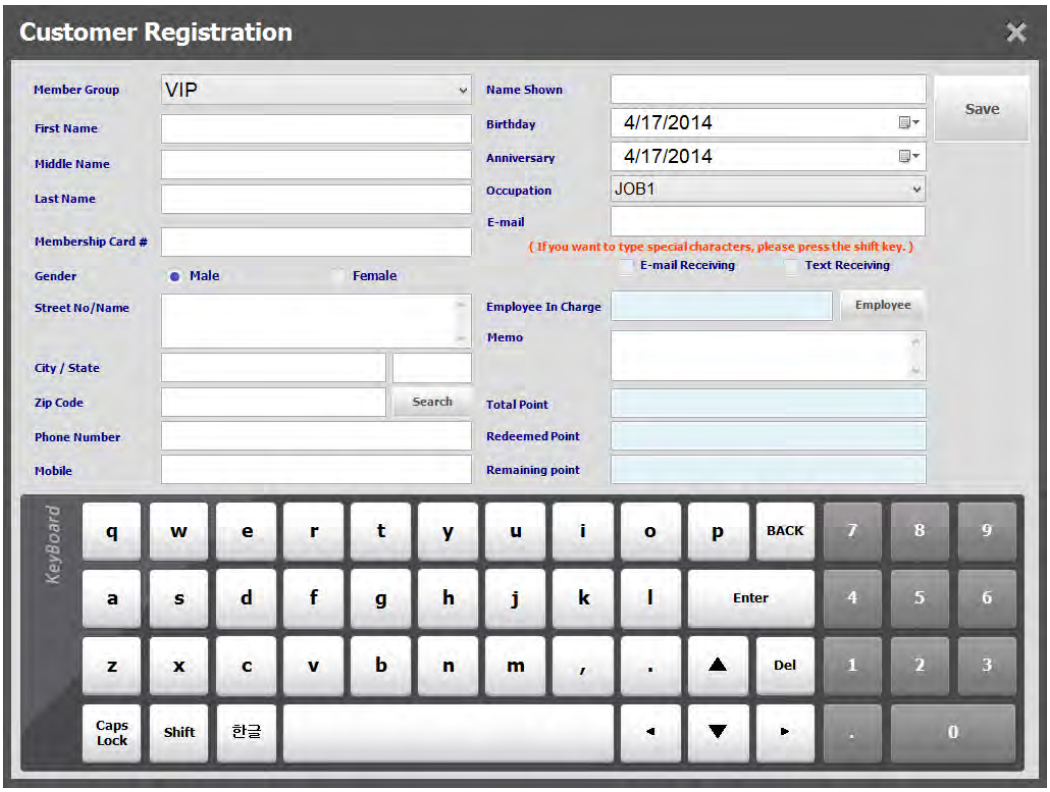
2. Membership Management

➔ You can manage the information of members.



➔ You can activate and deactivate members.
To deactivate, click *[Delete]* button: it doesn't delete it from the database.
To activate again, check the *[Show All List]*, select the deactivated member, click *[Edit]* button. "Customer Registration" screen will be displayed. Here, uncheck the *[Not Used]*. Then click *[Save]* button.

➔ To register a new customer, click *[New]* button. Then you will see "Customer Registration" window as follows. Fill out the blanks and click *[Save].*

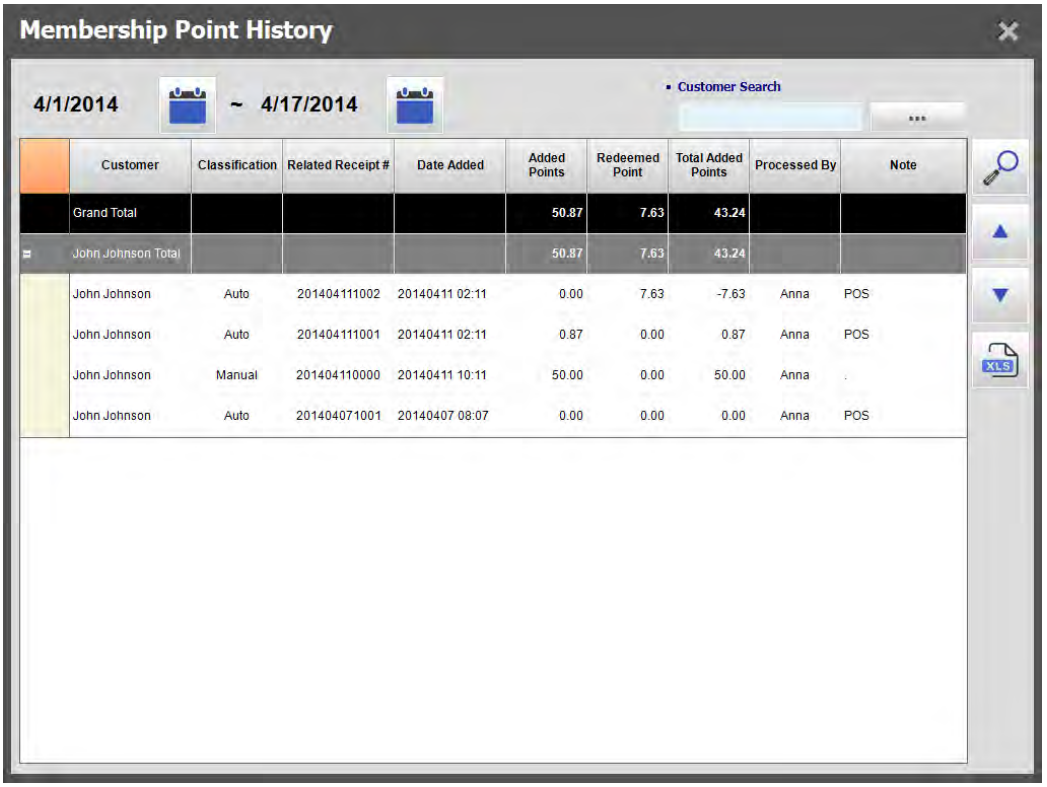


NOTE:

- When you register a member with the membership card, click the field of "Membership Card #". And then, swipe the card or enter the card number manually.
- If you need to enter special characters like @ for email, please press the "Shift" key. Then the special characters will be shown on the keyboard.

3. Membership Point History

➔ You can manage membership points here, adding or subtracting points regardless of sales transactions.


Membership Point History
4/1/2014
~ 4/17/2014
Customer Search
Customer
Classification
Related Receipt #
Date Added
Added Points
Redeemed Point
Total Added Points
Processed By
Note
Grand Total 50.87 7.63 43.24
John Johnson Total 50.87 7.63 43.24
John Johnson Auto 201404111002 20140411 02:11 0.00 7.63 -7.63 Anna POS
John Johnson Auto 201404111001 20140411 02:11 0.87 0.00 0.87 Anna POS
John Johnson Manual 201404110000 20140411 10:11 50.00 0.00 50.00 Anna
John Johnson Auto 201404071001 20140407 08:07 0.00 0.00 0.00 Anna POS
XLS

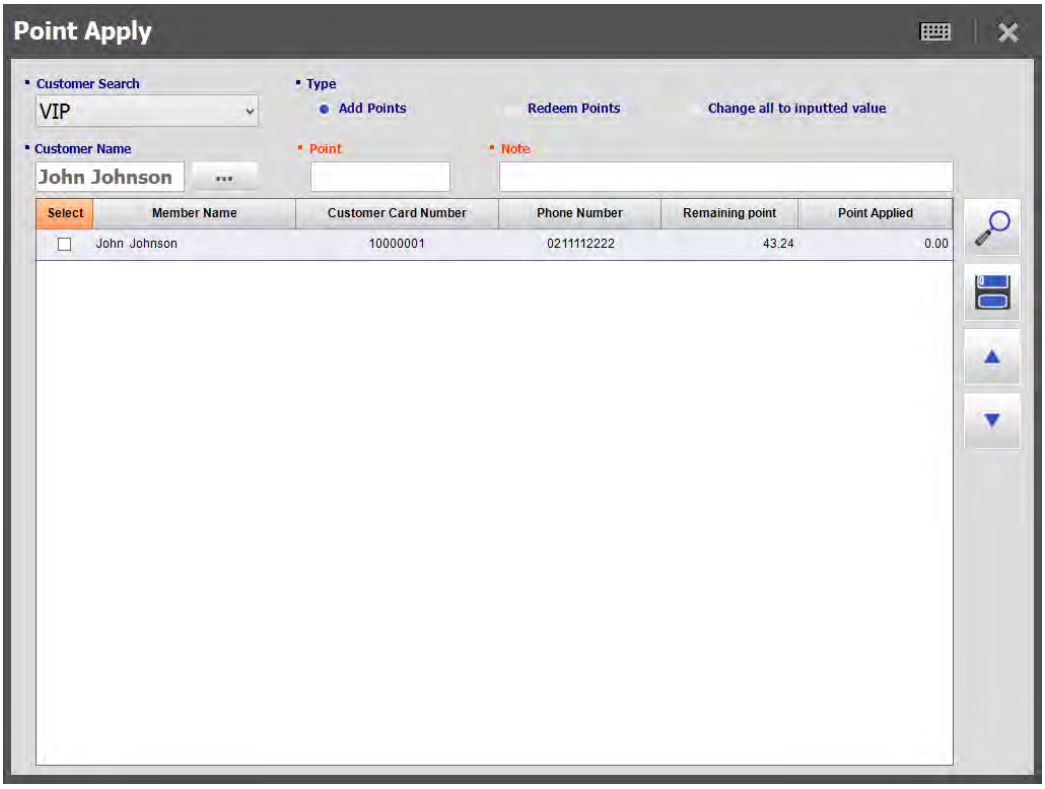
➔ Points are accumulated by the ratio you set up in [Membership Accumulation Ratio] (Operations ➔ Settings ➔ Store) when a customer (member) pays for the orders.

Points are deducted when the member pays for the order with the tender type, POINT.

In [Point Apply] screen:

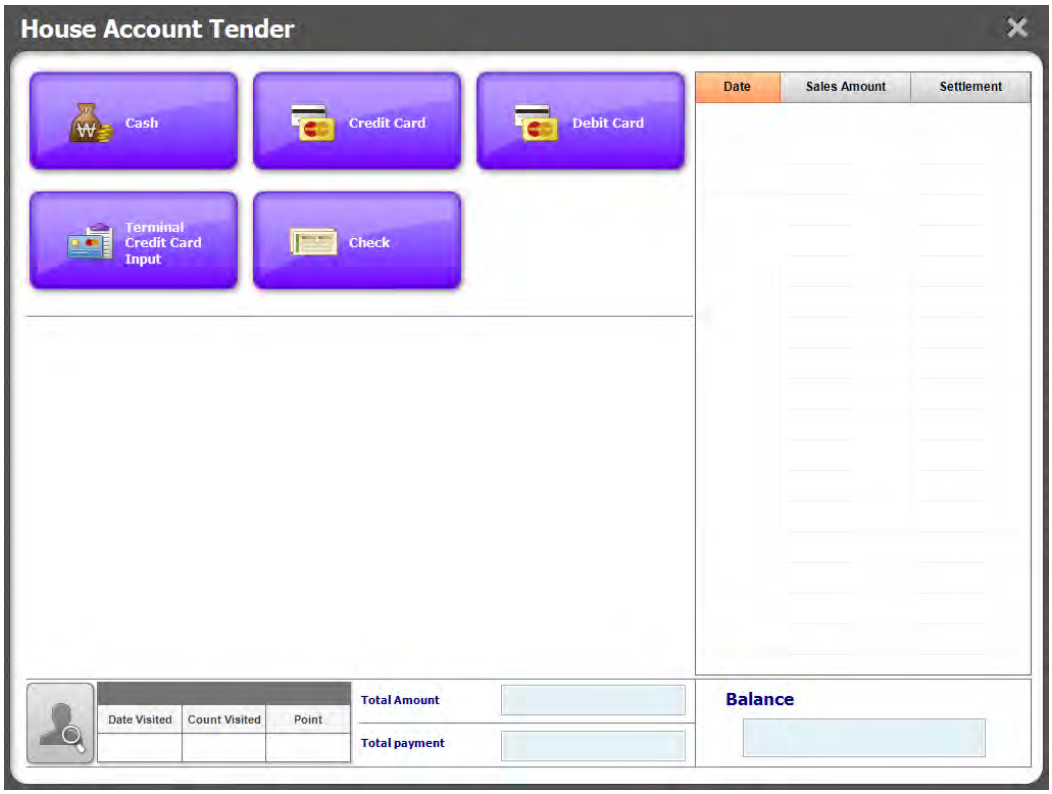
- Select *[Add Points]* to add points.
- Select *[Redeem Points]* to subtract points.
- Select *[Change all to inputted value]* to replace the remaining points with the points you enter here.

If you did checking one of these options, enter points and reasons to update in the fields of "Point" and "Note" respectively. Then, don't forget to check the check box in the [Select] column to select a member. Finally click button to save the settings.


Point Apply
Customer Search
VIP
Type
Add Points
Redeem Points
Change all to inputted value
Customer Name
John Johnson
Point
Note
Select
Member Name
Customer Card Number
Phone Number
Remaining point
Point Applied
John Johnson
10000001
0211112222
43.24
0.00

4. House Account Tender

➔ The following screen is the tendering screen for the House Account.



➔ To do tendering:

- Select a member by clicking button.
- Click one of the tendering buttons.
- Proceed the tendering as usual.

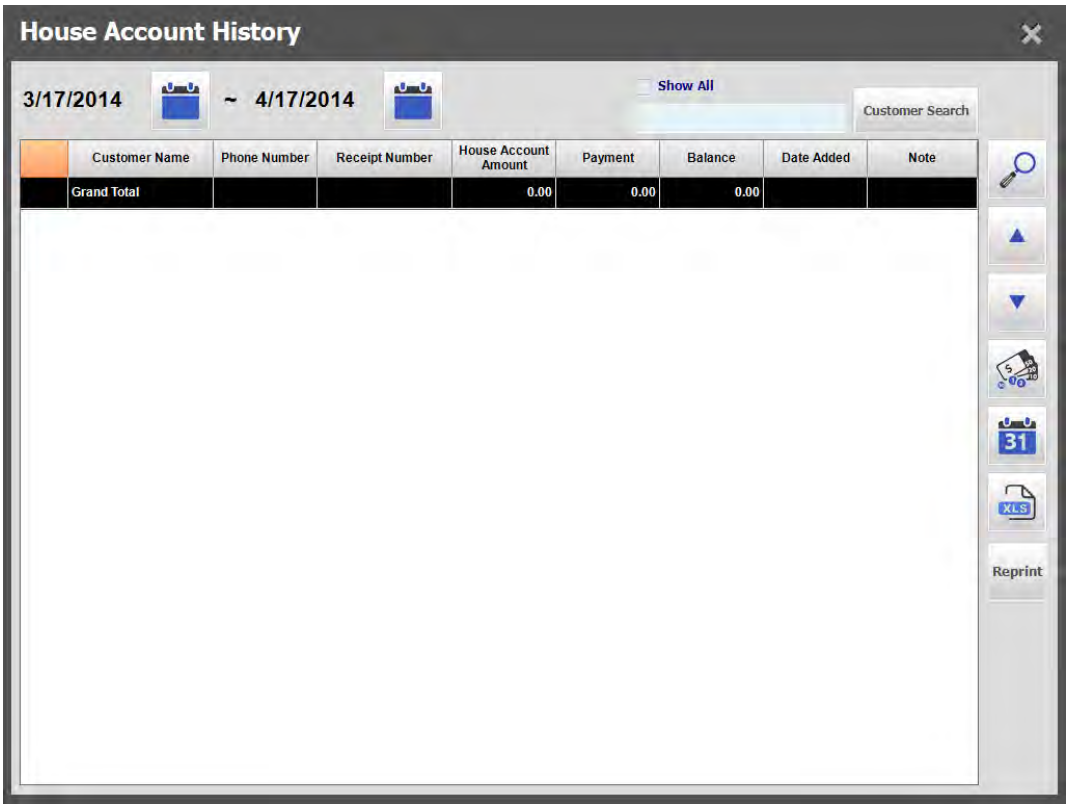
NOTE: At the time of this writing, there are five tendering types: 1) Cash, 2) Credit Card, 3) Terminal Credit Card Input, 4) Check, and 5) Debit Card.

Some card companies do not support processing the debit card. In this case, the [Debit Card] button may be hidden.

The paid amounts will be shown as a button in the middle section of the screen. You can cancel the payments by clicking these buttons.

5. House Account History

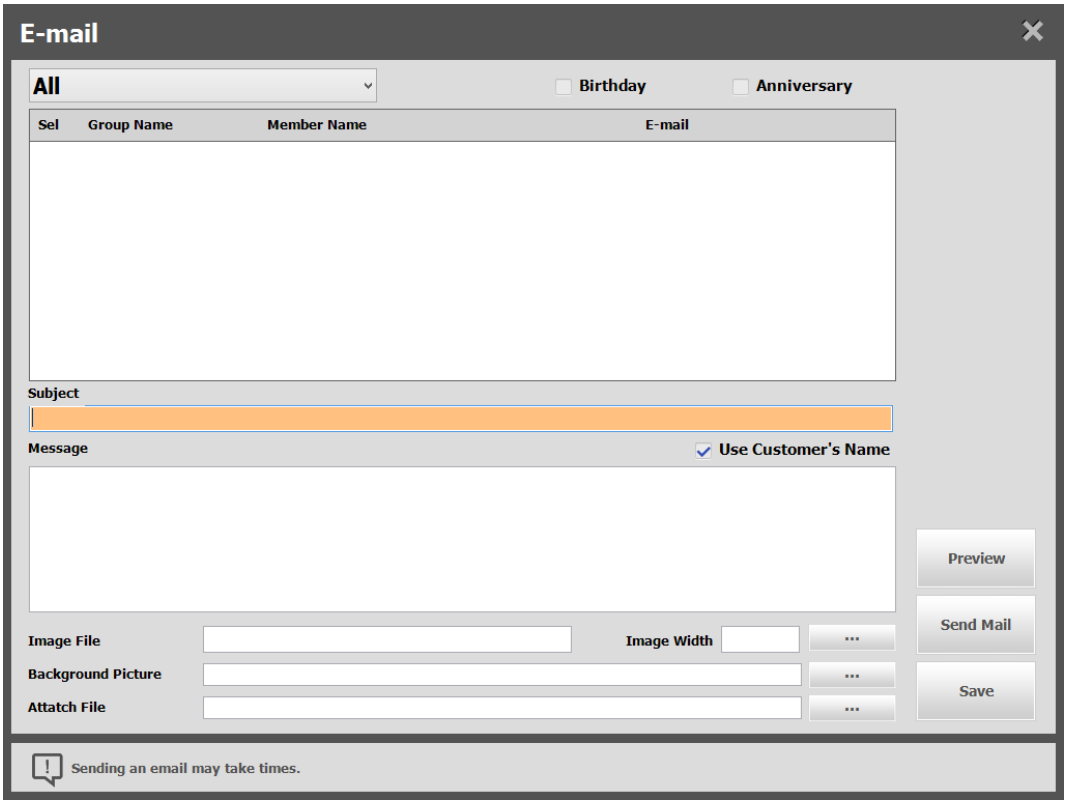
➔ You can view the records about members' house account.



- To make member a payment, select a member, and then click button. You will be led to "House Account Tender" screen. Then do tendering as usuall.
- To view members' payments and balances, click button.
- To export transactions to Excel file, click button.

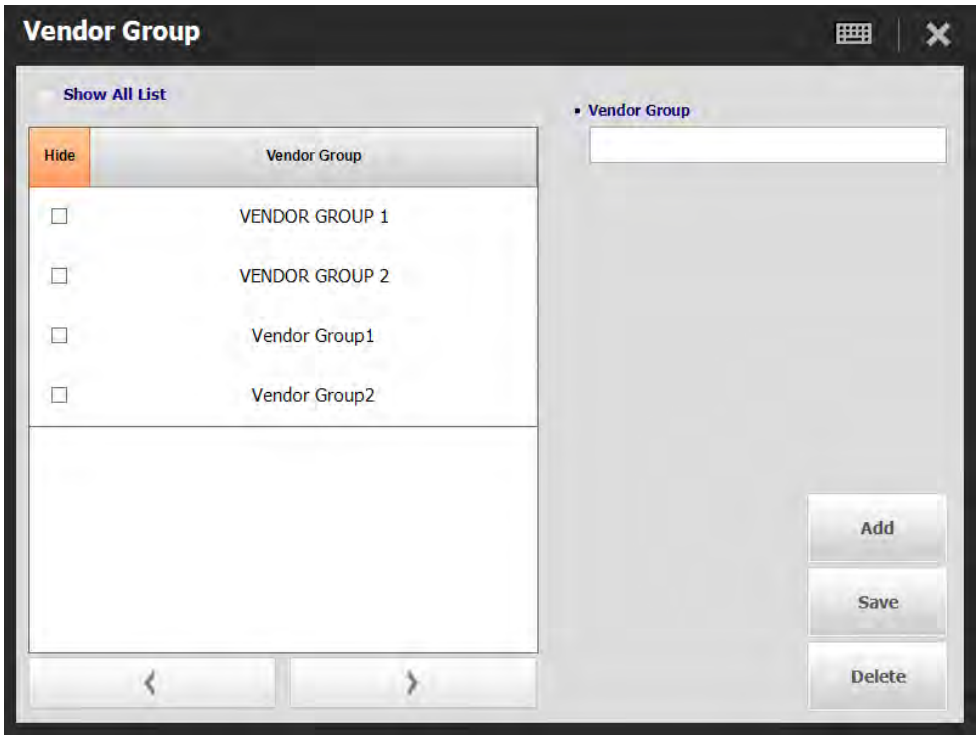
6. E-Mail Sender

➔ You can send greeting messages or coupons to your customers. Prior to do this, you need to setup the email server at Operation → Settings → System Codes → Email Server.



7. Vendor Group

➔ You can create / edit / delete vendor groups here.



To create a new vendor group:

- Click *[New]* button, and enter a name of vendor group in the field of *[Vendor Group]*.
- Click *[Save]* button.

To edit a vendor group:

- Select a vendor group from the left pane.
- Modify the group name in the field of *[Vendor Group]*.
- Click *[Save]* button.

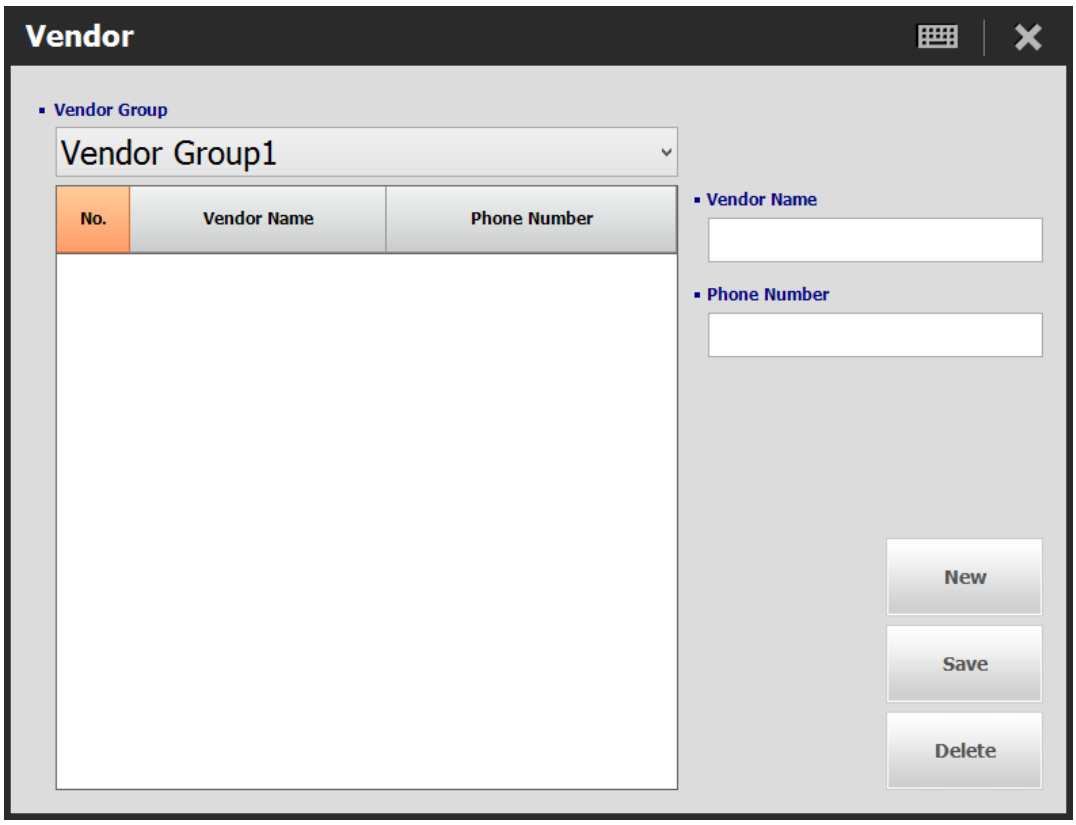
To delete a vendor group:

- Select a vendor group from the left pane.
- Click *[Delete]* button.

CAUTION: If you delete a vendor group, all the vendors that belong to the group will be deleted.

8. Vendor Manager

➔ You can manage vendors.



To create a vendor:

- Click *[New]* button.
- Enter the vendor name and phone number.
- Click *[Save]* button.

To edit a vendor:

- Select a vendor in the left pane.
- Modify the vendor name or phone number.
- Click *[Save]* button.

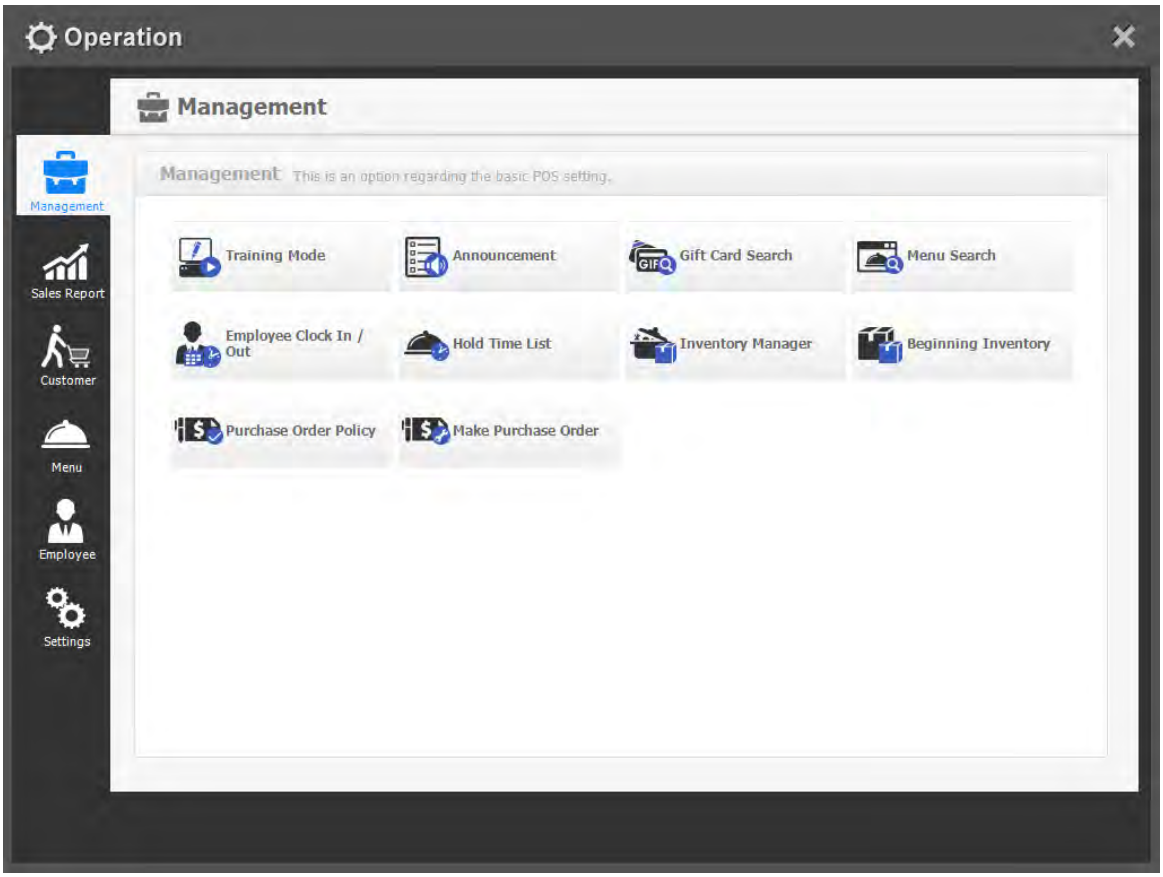
To delete a vendor:

- Select a vendor in the left pane.
- Click *[Delete]* button.

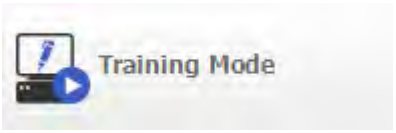
The vendors you create here are used in Recipe Manager and Purchase Order.

Management

You can configure basic settings to manage POS stations such as Training Mode, Announcement, Gift Card Search, Menu Search, Employee Clock In/Out, Hold Time List, Inventory Manager, Beginning Inventory, Purchase Order Policy, and Make Purchase Order.



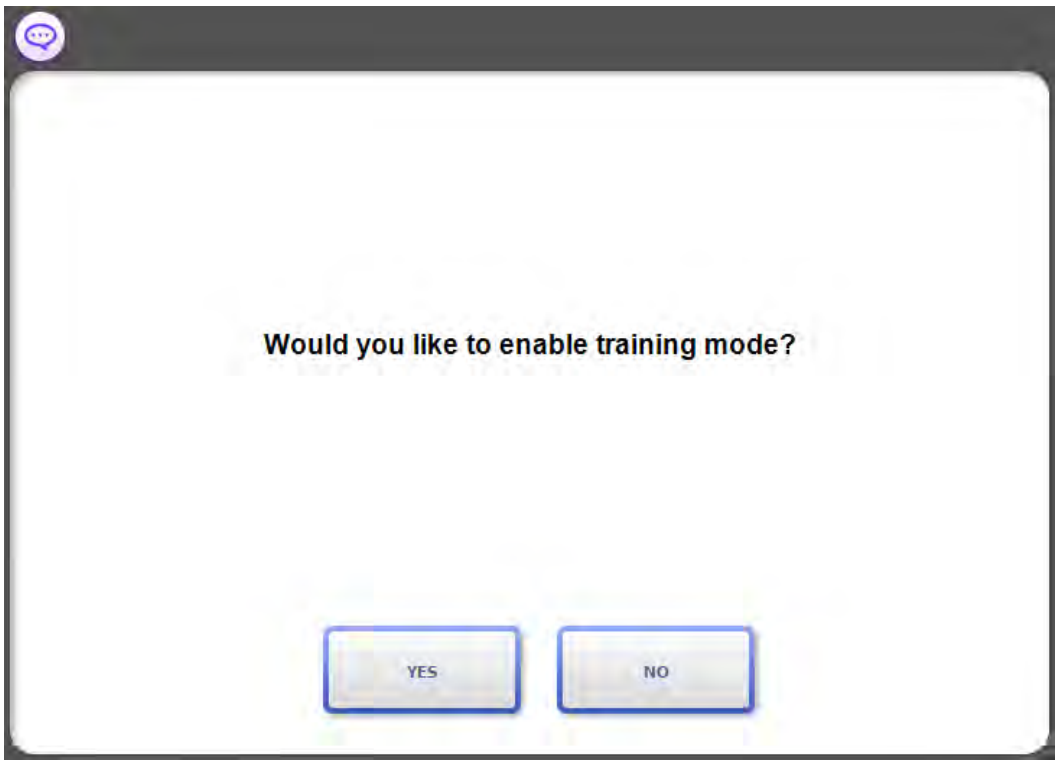
1. Training Mode



➔ The purpose of the training mode is to help you to practice and be aquainted with the POPs Restaurant application.

➔ Entering into Training Mode:

When you click *[Training Mode]* button, it displays a pop-up window as follows:

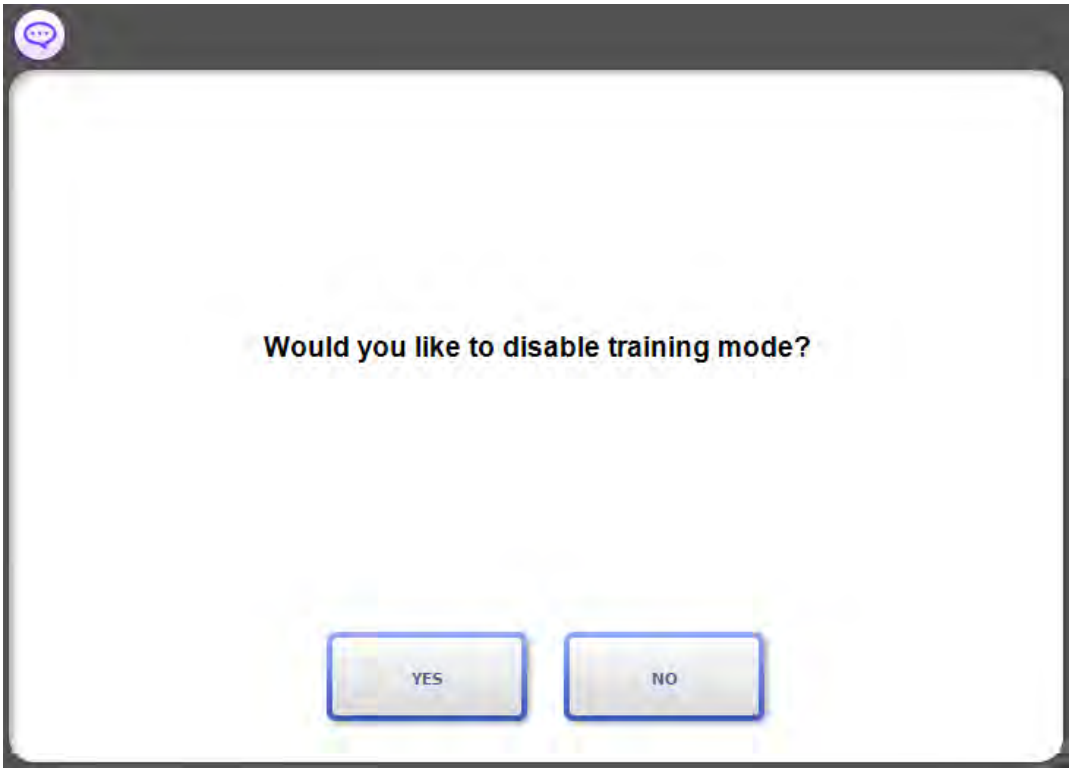


If you click *[Yes]*, then it takes you into the training mode, copying all primary data from standard database into the training database, so that you don't have to worry about messing up database.

➔ When the training mode is successfully executed, a small pop-up window will display and blink on the top right corner of the application as follows:

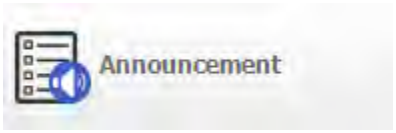
➔ **Exiting Training Mode:**

To exit the training mode, click *[Training Mode]* button once again, and then it displays a pop-up window as follows:

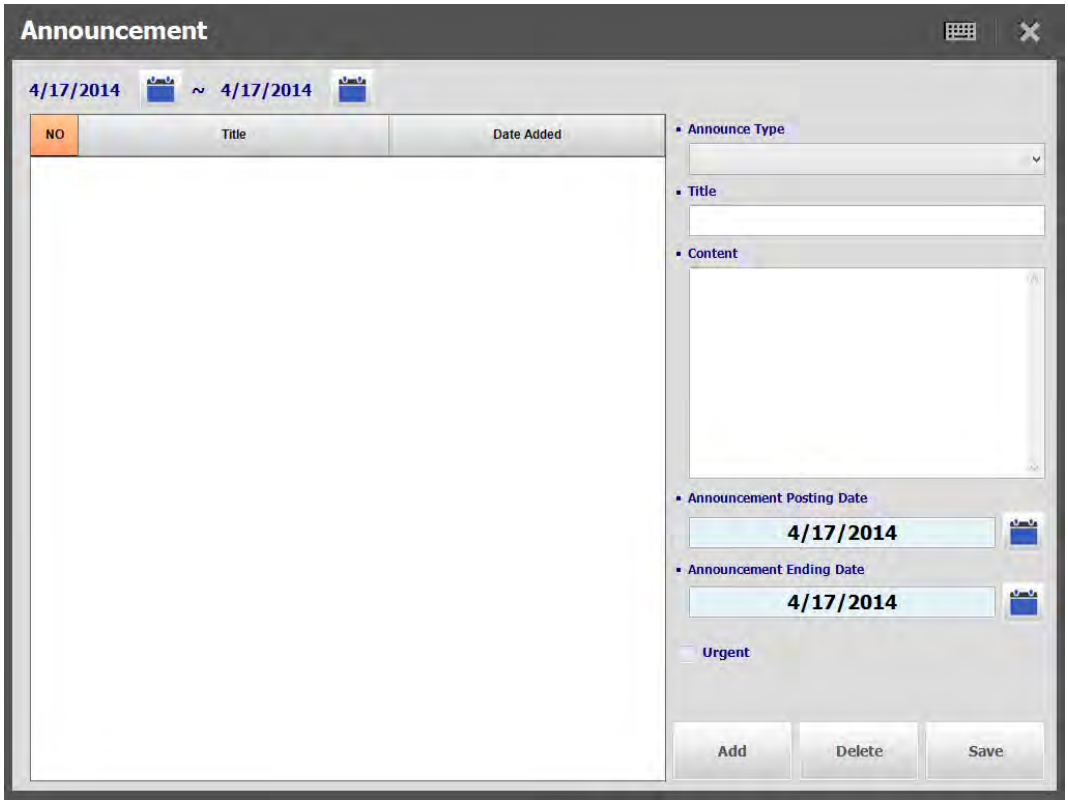


Then, click *[Yes]* button to exit the training mode. When you get out of the training mode, the data that was generated during the training mode will be wiped out.

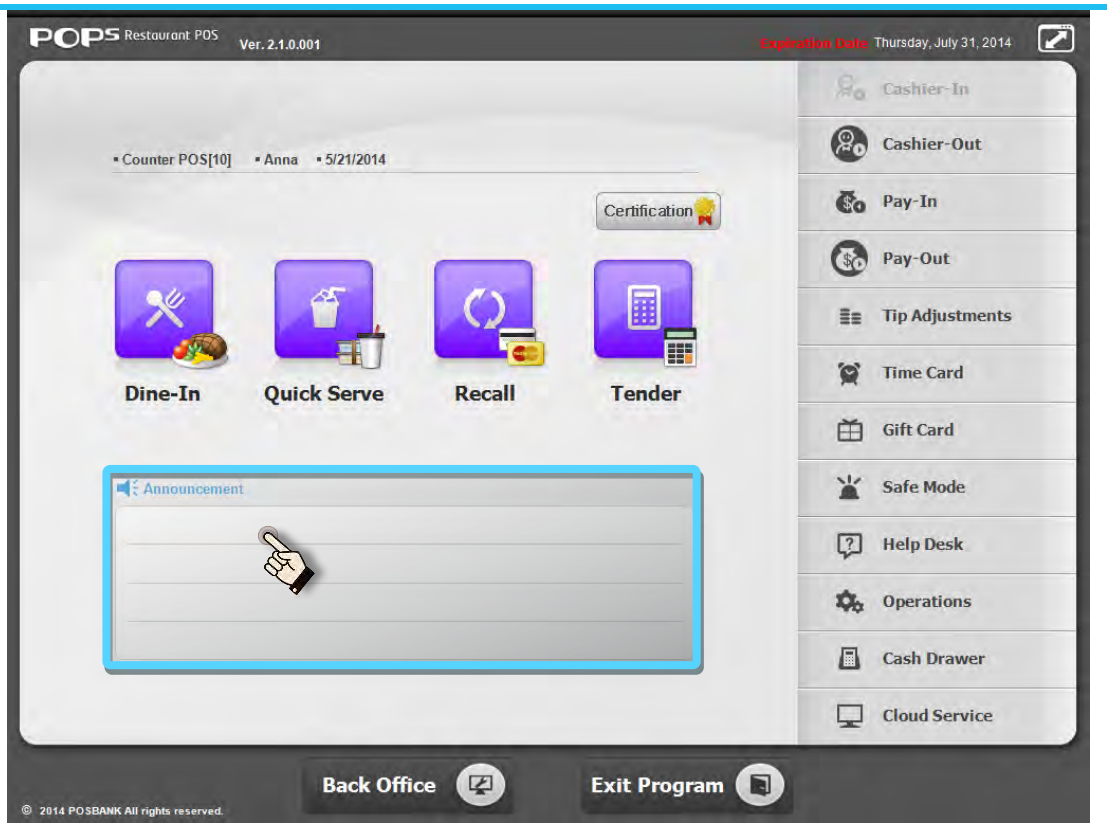
2. Announcement



➔ You can post announcements that display in the main screen on all the pos systems.

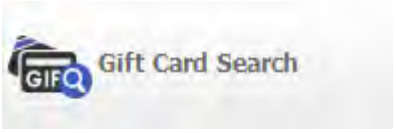


➔ When you post announcements as above, they display in the main screen as follows: to see detailed contents, just click the title.



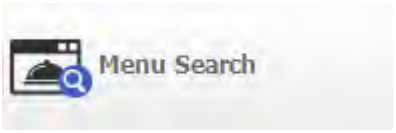
[Main Screen] The announcements are refreshed every six minutes.

3. Gift Card Search



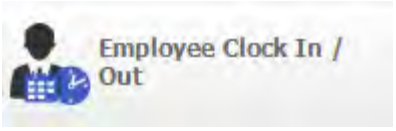
➔ Please refer to "Gift Card Search" section.

4. Menu Search

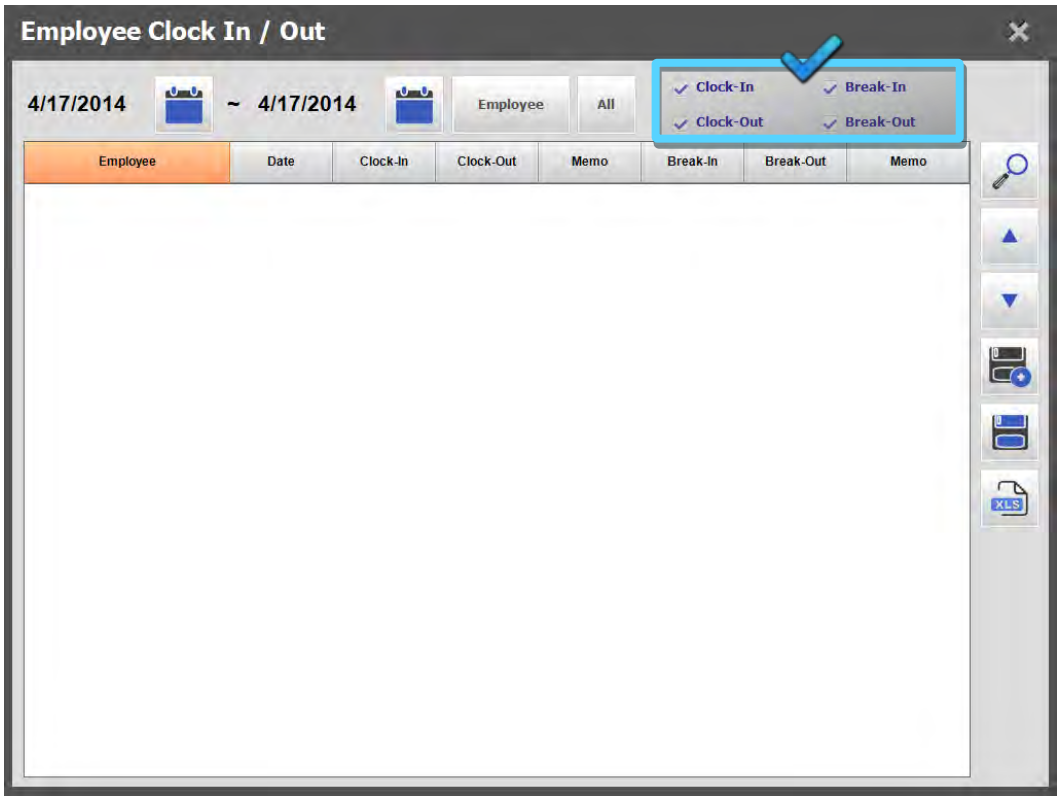


➔ Please refer to "Menu Search" section.

5. Employee Clock In/Out



➔ You can check the information about employees' check in/out and break time.



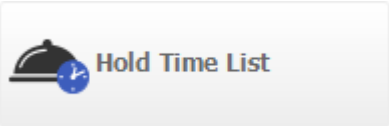
➔ You can search the information that you like to check by checking the options on the top right of the screen such as Clock-In, Clock-Out, Break-In, and Break-Out.

You can add activities of Clock-In/Out and Break-In/Out.

You can modify the activities. Select an activity prior to clicking this button.

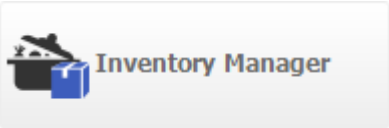
You can export the data to Excel file.

6. Hold Time List



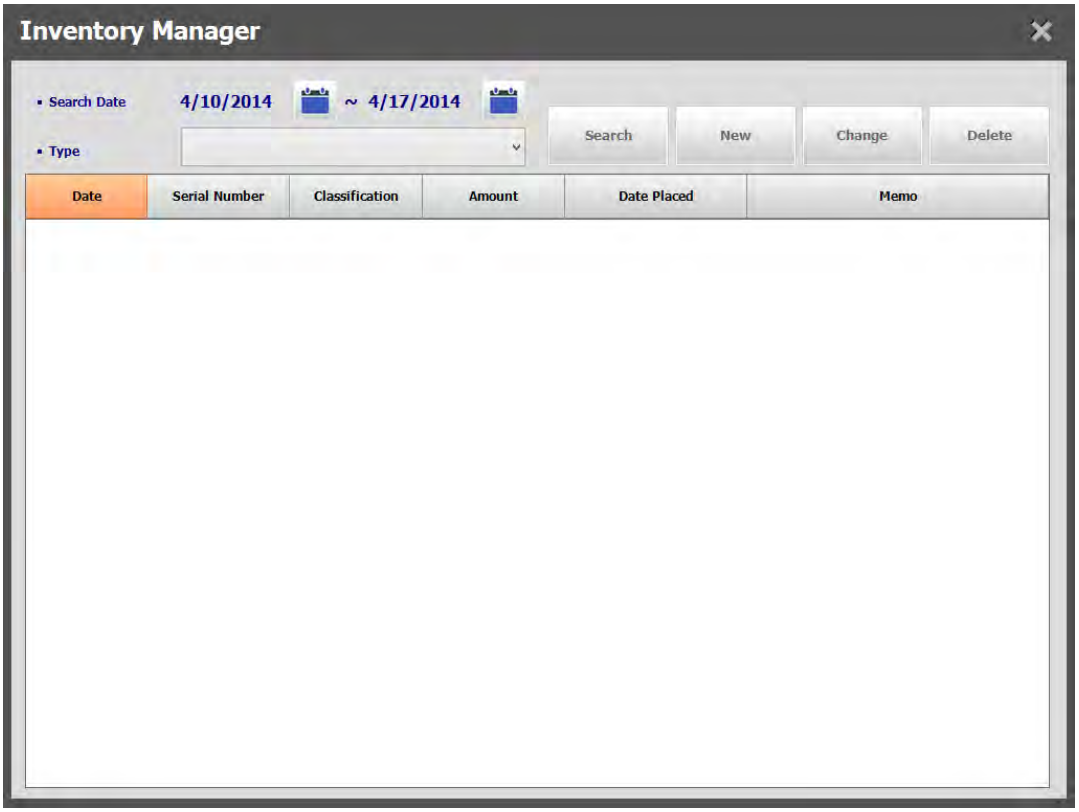
➔ Please refer to "Hold Time List" section.

7. Inventory Manager

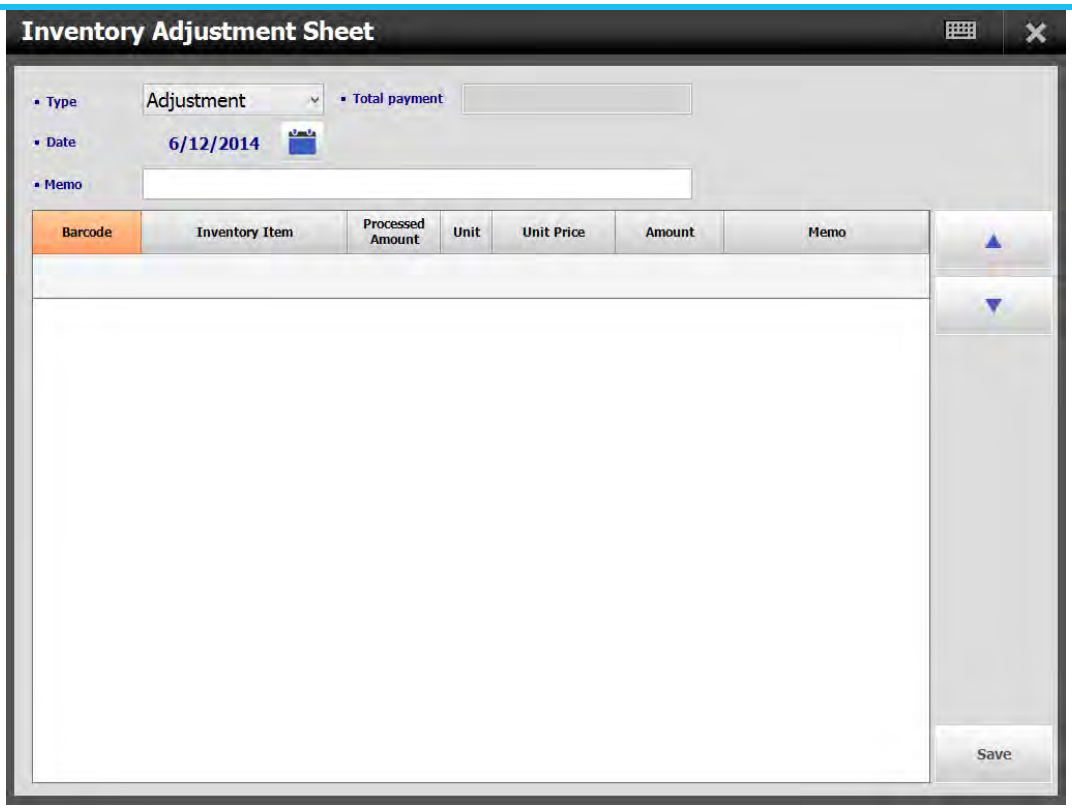


➔ You may register items for inventory adjustment, and check out the adjustments.

Prior to setting this, you need to set up the inventory in *[Inventroy Category]* and *[Inventory Item]* in Menu section.

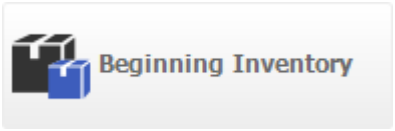


➔ When you need to adjust inventory, click *[New]* button. Then, select *[Adjustment]* in *[Type]* section to increase the inventory, or select *[Disposed]* to decrease the inventory.



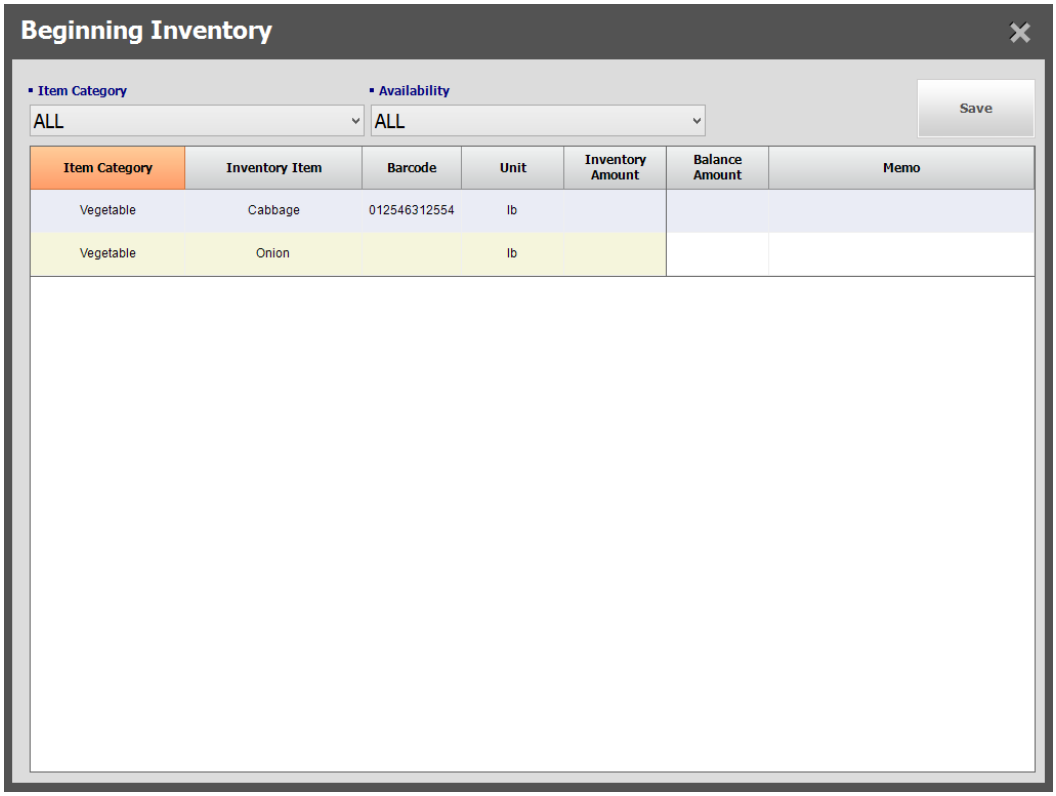
Register inventory items by clicking *[Inventory Item]* column. Then, after entering *[Processed Amount]* and *[Unit Price]*, click *[Save]* button to save settings.

8. Beginning Inventory



➔ You may set up the initial inventory.

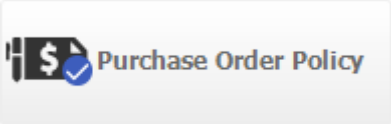
Prior to setting this, you need to set up the inventory in *[Inventroy Category]* and *[Inventory Item]* in Menu section.



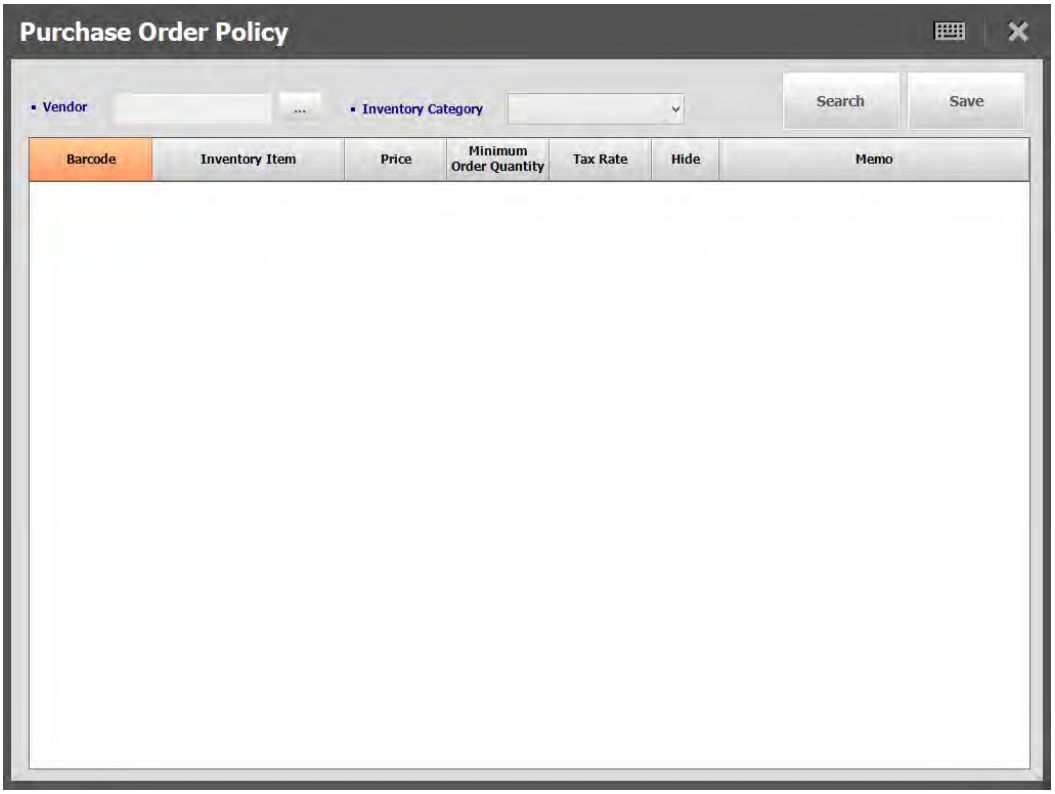
➔ When you select an inventory category in the dropdown box and click *[Search]* button, the inventory items that belong to the category display on the screen. Then you can enter the inventory amounts directly into the cells.

This amount is the initial amount which will be the standard for adjusting amounts during sales or updating inventory.

9. Purchase Order Policy



➔ You can use this functionality to manage your purchase order.

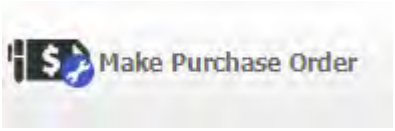


➔ Before you set up the purchase order policy, you need to create vendor groups and ventors that belong to the groups at Operation Management → Customer → Vendor Group and Operation Management → Customer → Vendor Manager.

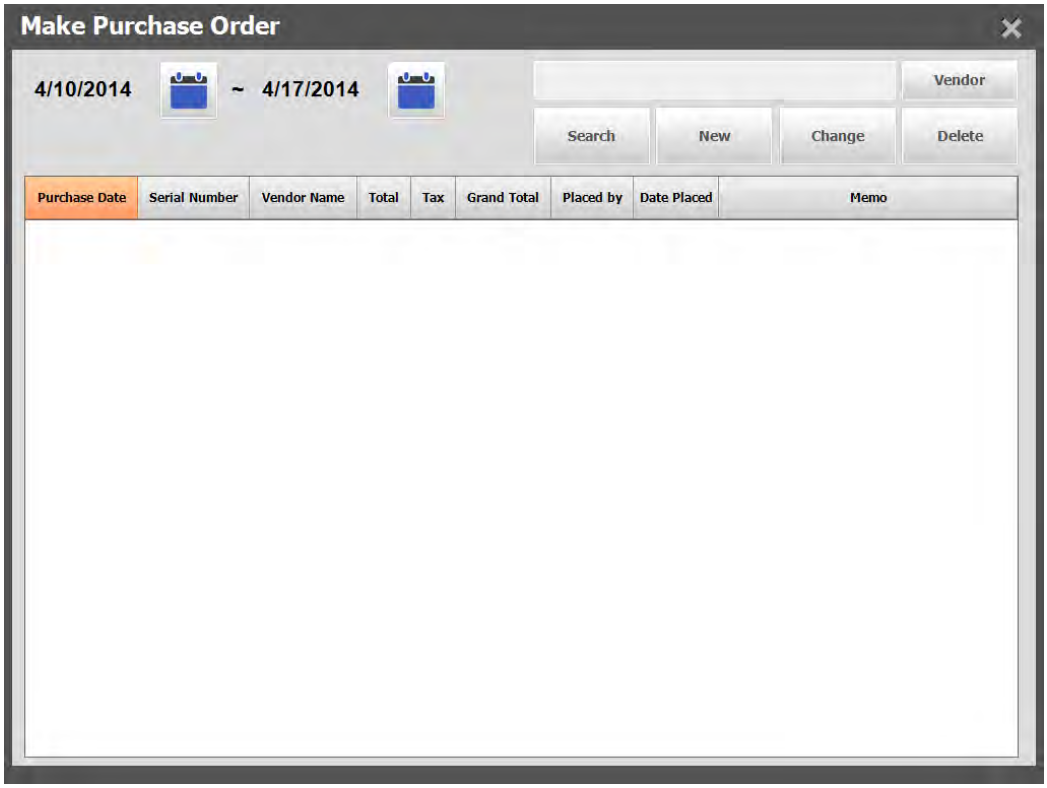
To set up the purchase order policy, select one of the vendors by clicking

button. And, select an inventory category and click *[Search]* button. When inventory items that belong to the inventory category display on the screen, you can type in the purchase order information row by row.

10. Make Purchase Order



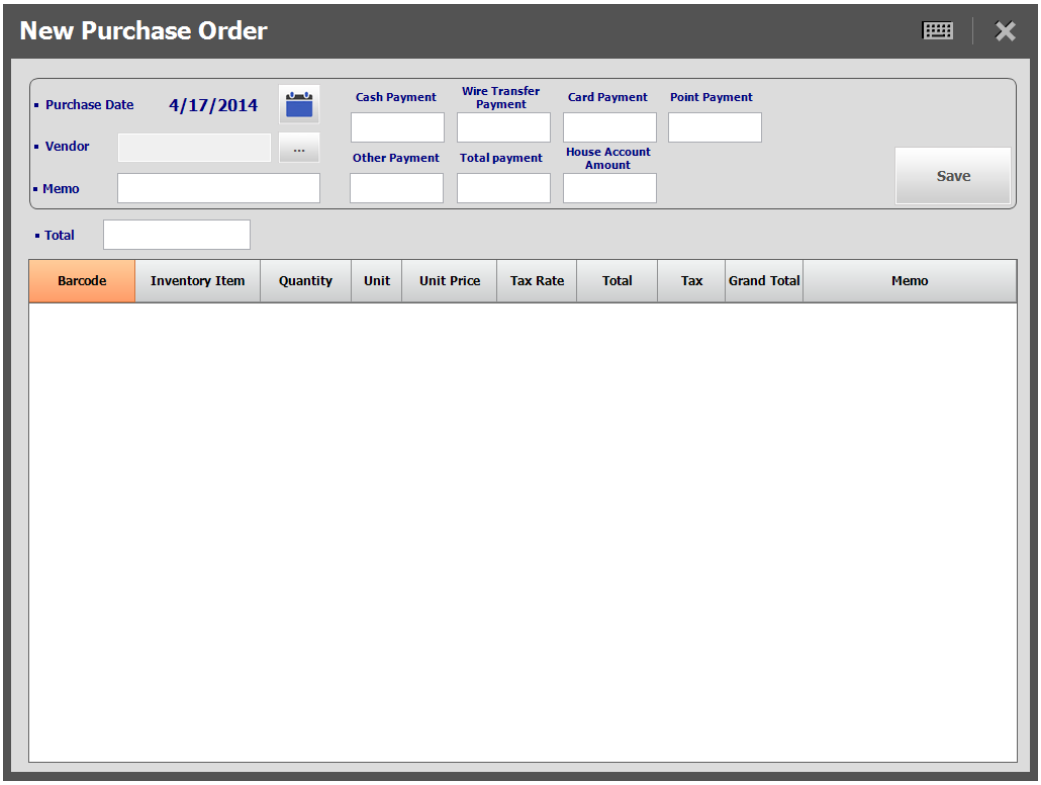
➔ You can make your purchase order here.



[Image 1]

➔ To create a purchase order:

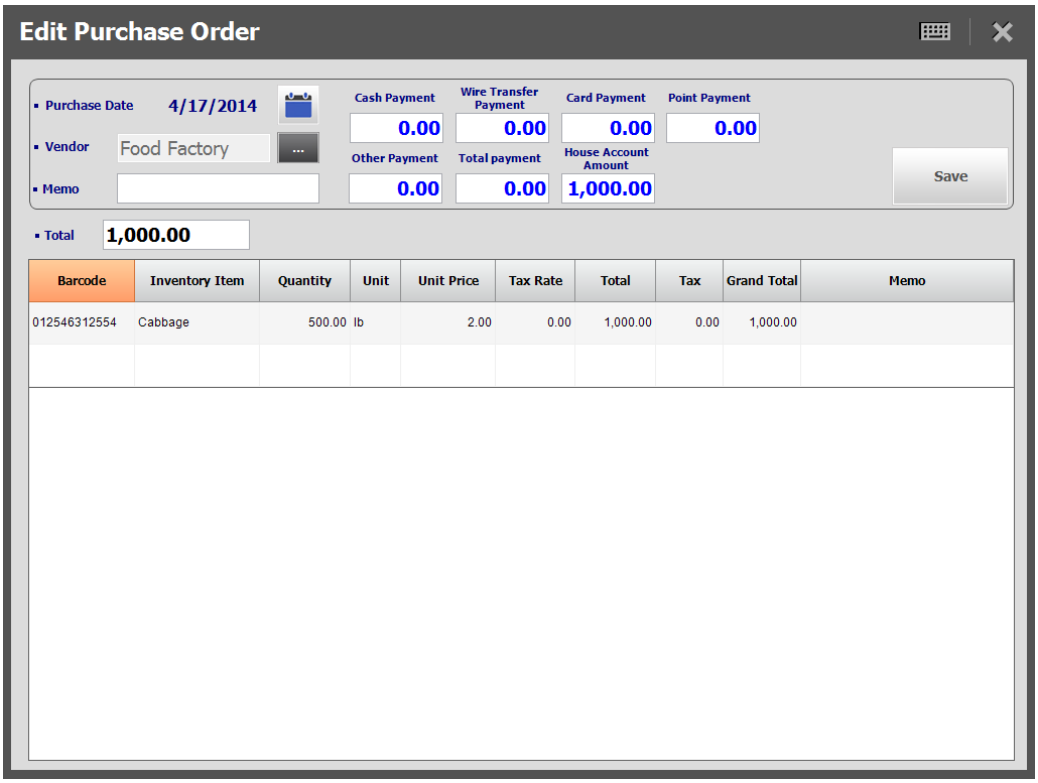
- Click *[New]* button, then it displays another window as follows:



[Image 2]

- Select a purchase date.
- Select a vendor by clicking button.
- Click the empty field in *[Inventory Item]* column to enter an inventory item.
- Type in all other necessary information and click *[Save]* to save your setting.

➔ To edit a purchase order:

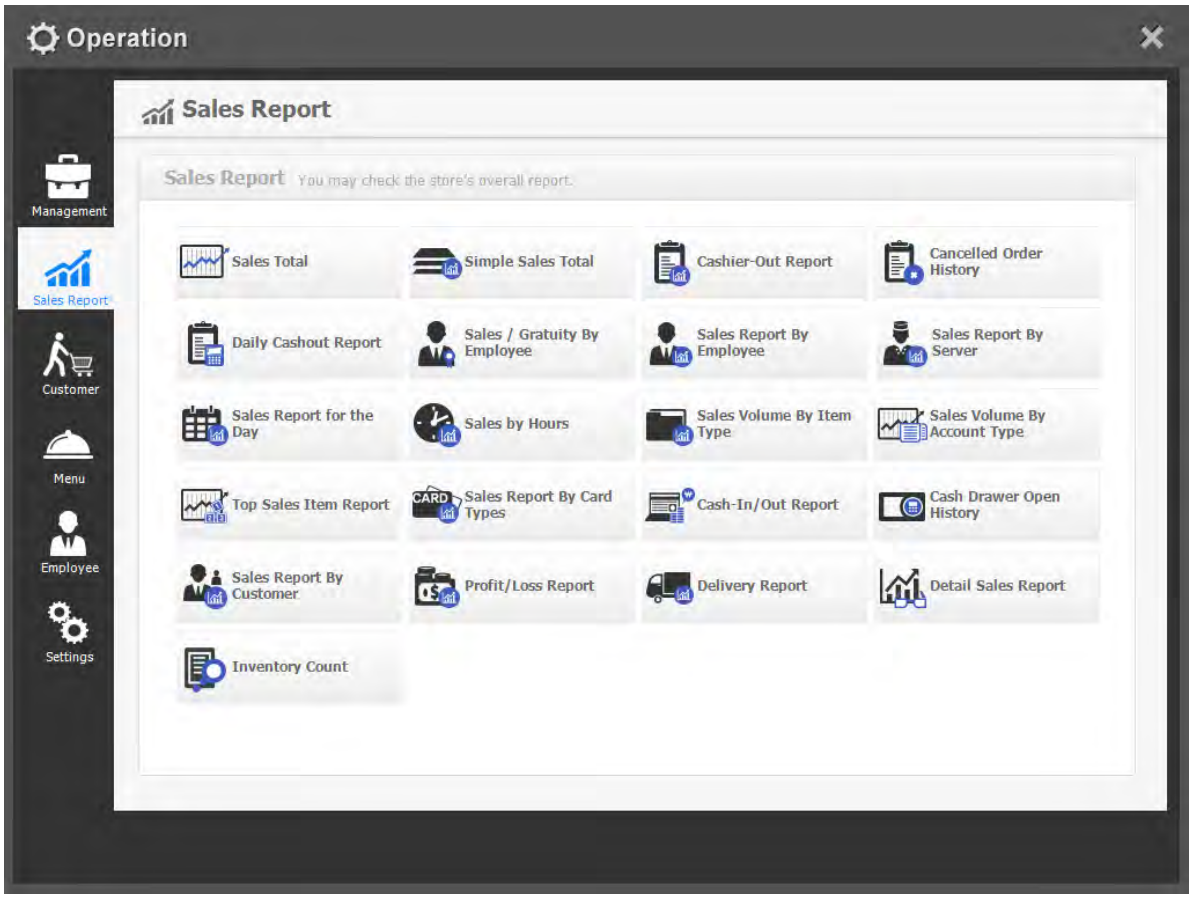


- Click *[Vendor]* button in *[Image 1]* to select a vendor.
- Click *[Search]* button in *[Image 1]* to search purchase orders of the vendor.
- Select a purchase order that you like to edit in the list.
- Click *[Change]* button, and then it displays a window like the *[Image 2]*.
- Update the information, and then click *[Save]* to save your settings.

➔ To delete a purchase order:

- Select a purchase order in the list in *[Image 1]*.
- Click *[Delete]* button, and then click *[Yes]* when a message window pops up.

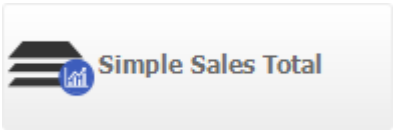
Sales Report



1. Sales Total

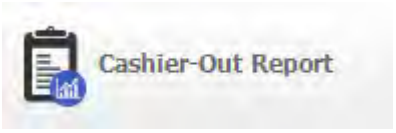
➔ It's a sales summary report that can be searched by a period of time. You can view the amounts by items, tender types, taxes, surcharges, discounts, gratuities, etc. You can also view the number of sales, number of guests, average amounts per person, number of tables served, and number of rotations.

2. Simple Sales Total



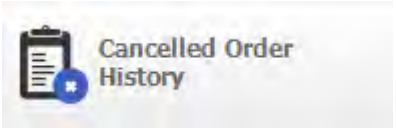
➔ You can view totals based on menu categories and employees with taxes, discounts, and gratuities.

3. Cashier-Out Report



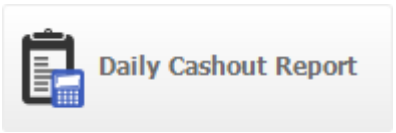
➔ You can view all the times of Cashier-In/Out, and also can print or export the report.

4. Cancelled Order History



➔ You can view, print or export all the history of cancelled orders.

5. Daily Cashout Report



➔ You can print out Daily Cashout Report on the date that you specify.

6. Sales / Gratuity by Employee

➔ You can view the receipt numers, payment amounts and tips by employees.

7. Sales Report by Employee

➔ You can view the number of sales and the amounts tendered by employees.

8. Sales Report by Server

➔ You can print or export reports of servers (waiters or waitresses).

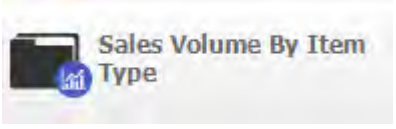
9. Sales Report for the Day

➔ It's the report by the day. You can view all order and payment information for the day, and also view and print out reports based on business types such as Dine-In, Take Out, Take In, etc.

10. Sales by Hours

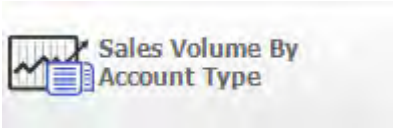
➔ It's the report by the hours within a period of time. You can view the total guests, total sales amounts and percentages for each hour.

11. Sales Volume by Item Type



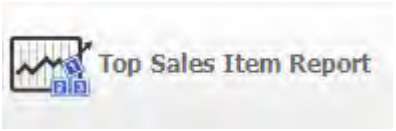
➔ It's the sales report for each menu item and summation by menu categories.

12. Sales Volume by Account Type



➔ It's the sales report based on account types. To get this report, you need to assign an account type to the menu items. You can do this at [Menu Registration].

13. Top Sales Item Report



➔ You can view sales rank based on menu items in order by quantity or order by total amounts.

14. Sales Report by Card Types

➔ It's the sales report by credit card types. You can select the records by sales date or card companies. You can also select all the transactions or by transaction types such as the settled, cancelled, etc.

15. Cash-In/Out Report

➔ You can see all the activities about Cash-In/Out according to the dates.

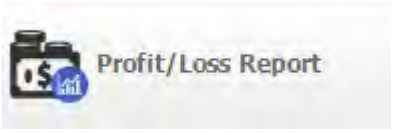
16. Cash Drawer Open History

➔ You can view all the activities about opening cash drawer according to dates.

17. Sales Report By Customer

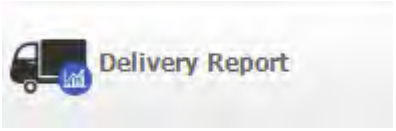
➔ You can view the sales report by customers including the total amounts they ordered, total points, redeemed points, remaining points, number of visitations, and memos.

18. Profit/Loss Report



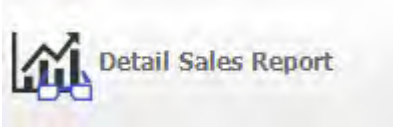
➔ To enrich Profit/Loss report, you need to enter the cost and the unit price of menus at Operation → Menu → Menu Registration.

19. Delivery Report



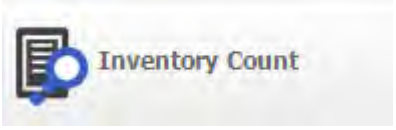
➔ You can view the report by delivery persons.

20. Detail Sales Report



➔ It's a very specific report based on menu orders. You can view and export the report to the Excel file.

21. Inventory Count



➔ You can view the inventory.

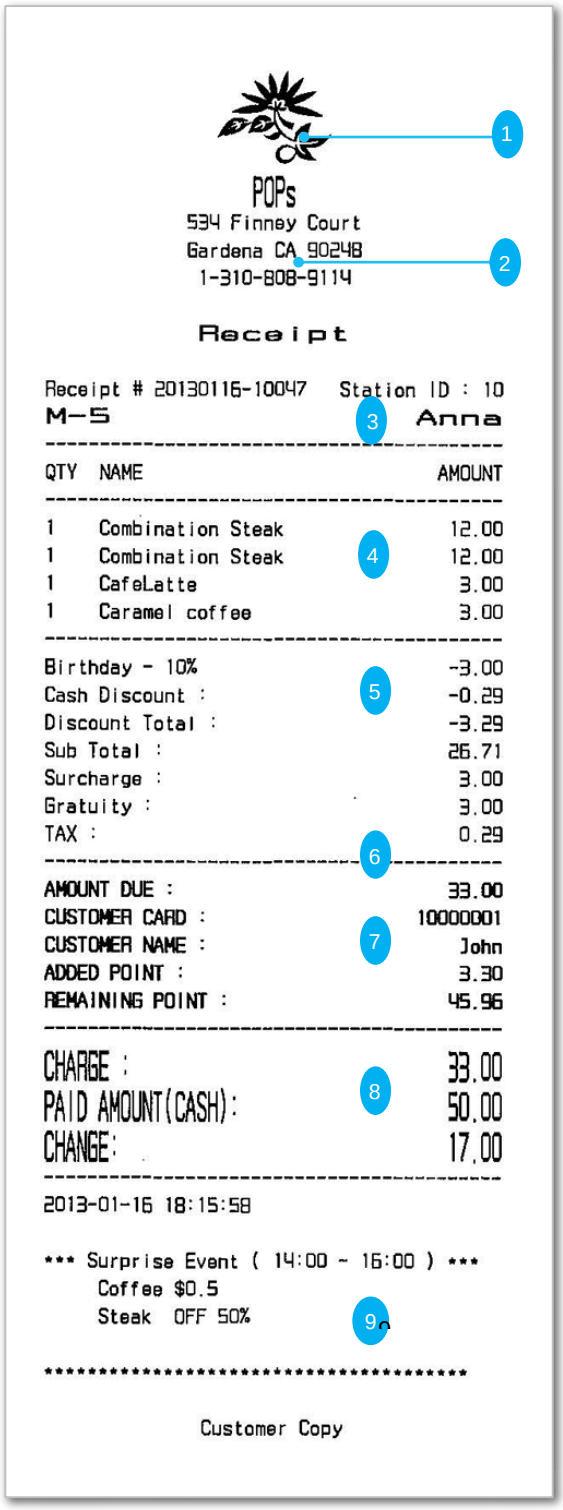
PART 5. Print Format

Chapter 1. Receipt Format
Chapter 2. Customer Order Format
Chapter 3. Kitchen Order Format

WHAT YOU WILL LEARN IN THIS PART

In part 5, you will learn about various print formats that POS system prints out.

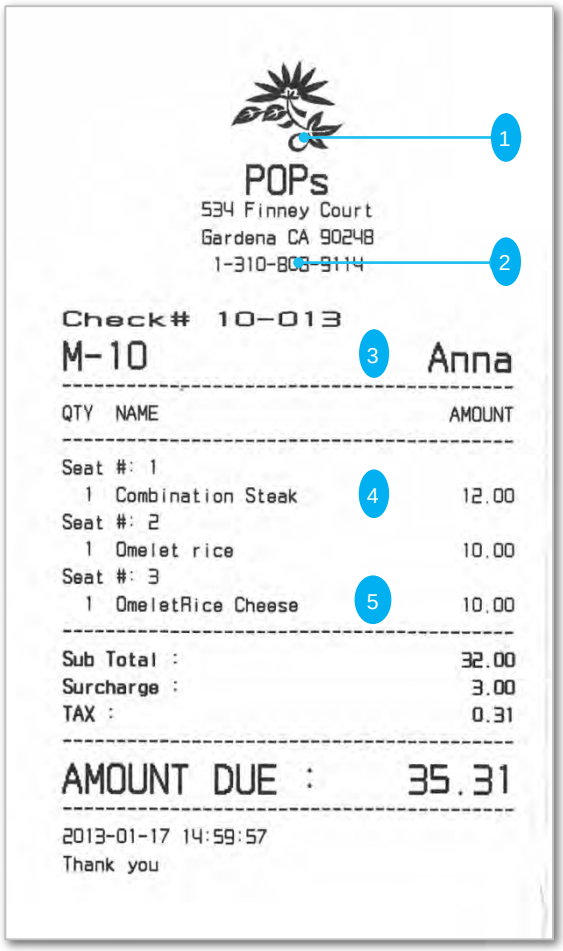
1. Receipt Format

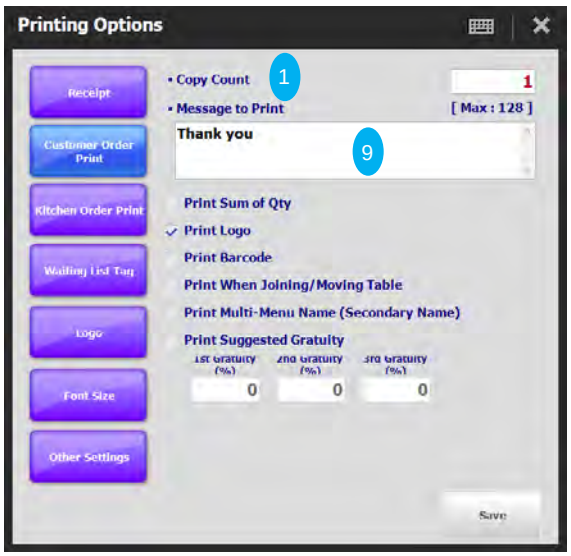


1	**Store Logo** Prints store logo in the printer; To set up the logo in the printer, please ask us.	
2	**Store Information** Cf. Store basic information	
3	**Order Header Information**	
	Receipt#	Receipt number
	Station ID	ID # of POS system
	M-5	Table number
	Anna	Cashier's name
4	**Menu Information** It's possible to sum up the same menus together, and then prints out according to option settings.	
5	**Aggregate Information**	
	Cash Discount	Amounts entered through *[Manual Discount]*
	Discount	Amounts entered through *[Amount Due Discount]*
	Sub Total	Total Order − Total Discount
	Surcharge	Surcharge
	Gratuity	Tip or service charge
	TAX	Tax
6	**Amount Due** (Sub Total + Surcharge + Gratuity + Tax)	
7	**Member Information** It shows member's point information.	
8	**Tender Information** It shows tender type information.	
9	**Guide Information** It prints the message that is set up at Print Option settings.	

2. Customer Order Format

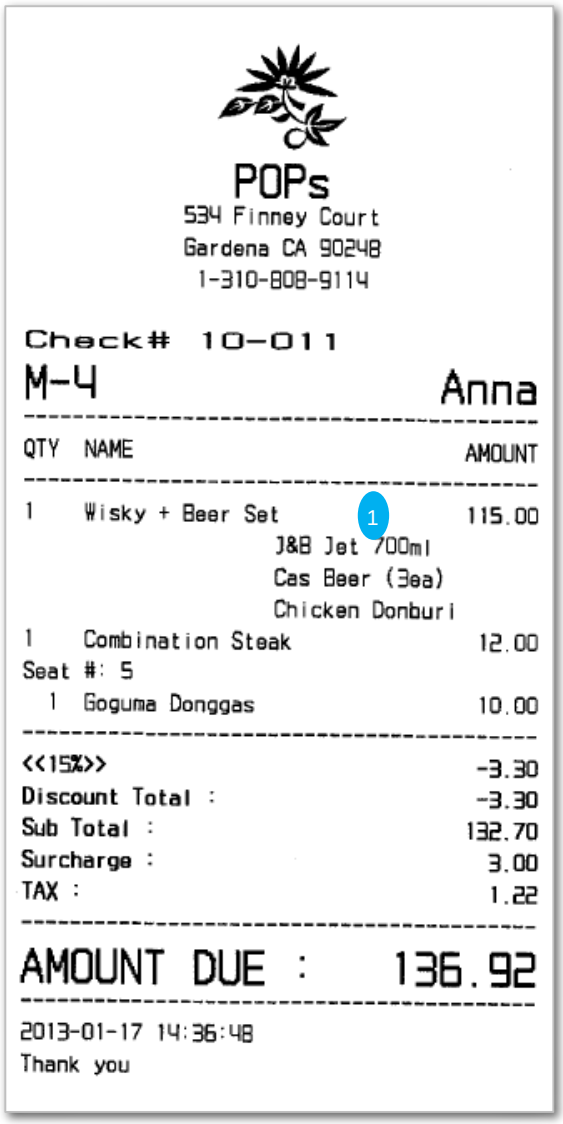
[Format 1: Order by Seat]





1	**Store Logo** Prints store logo in the printer; To set up the logo in the printer, please ask us. cf. Print Option Settings	
2	**Store Information** Cf. Store basic information	
3	**Order Header Information** Check# M-10 Anna	Check number Table number Cashier's name
4	**Menu Information** Menus are displayed by seats. It's possible to sum up the same menus together, and then prints out according to option settings.	
5	**Aggregate Information** Sub Total Surcharge TAX	Total Order – Total Discount Surcharge Tax
6	Amount Due = Sub Total + Surcharge + Tax	
7	**Member Information** It shows member's point information.	
8	**Tender Information** It shows tender type information.	
9	**Guide Information** It prints the message that is set up at Print Option settings.	

[Format 2: Modifier and Sub Menu]



POPs
534 Finney Court
Gardena CA 90248
1-310-808-9114

Check# 10-011
M-4 Anna

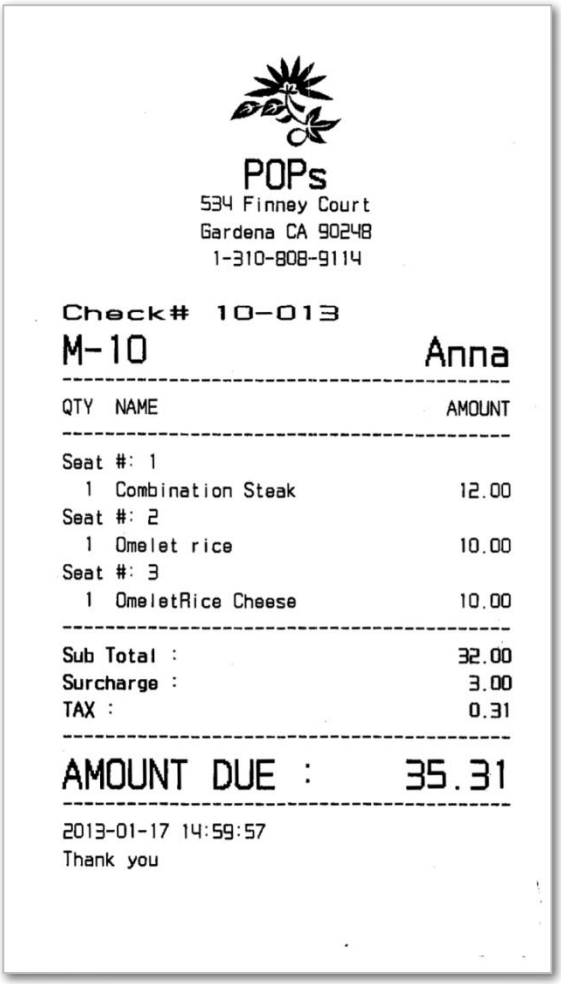
QTY	NAME	AMOUNT
1	Wisky + Beer Set	115.00
	J&B Jet 700ml	
	Cas Beer (3ea)	
	Chicken Donburi	
1	Combination Steak	12.00
Seat #: 5		
1	Goguma Donggas	10.00
<<15%>>		-3.30
Discount Total :		-3.30
Sub Total :		132.70
Surcharge :		3.00
TAX :		1.22

AMOUNT DUE : 136.92

2013-01-17 14:36:48
Thank you

1	**Modifier Items** (It displays modifier items and sub menu names based on your menu configuration)

[Format 3: Order for Delivery]



POPs
534 Finney Court
Gardena CA 90248
1-310-808-9114

Check# 10-013

M-10 Anna

QTY	NAME	AMOUNT
Seat #: 1		
1	Combination Steak	12.00
Seat #: 2		
1	Omelet rice	10.00
Seat #: 3		
1	OmeletRice Cheese	10.00
Sub Total :		32.00
Surcharge :		3.00
TAX :		0.31
AMOUNT DUE :		35.31

2013-01-17 14:59:57
Thank you

3. Kitchen Order Format

[Format 1: Order by Seat]

In kitchen order, you can enable or disable printing information.

1	**Print Kitchen Menu** To print all menus on one sheet, check *[By Order].* To print one menu per sheet, check *[By Item].*
2	**Print Check No (Bottom)** You can print check number on the top or bottom.

[Format 2: Order with Kitchen Memo]

2	**Print Check No (Top)** You can print check number on the top or bottom.

[Foramt 3: Order with Sub Menu]

"Wisky + Beer Set" indicates a sub menu.

[Format 4: Order for Delivery]

PART 6. System Maintenance

Chapter1. Database Backup & Restore

WHAT YOU WILL LEARN IN THIS PART

In part 6, you will learn about system maintenance.

1. Database Backup & Restore

During backing up or restoring a database, please shut down POPs Restaurant application.

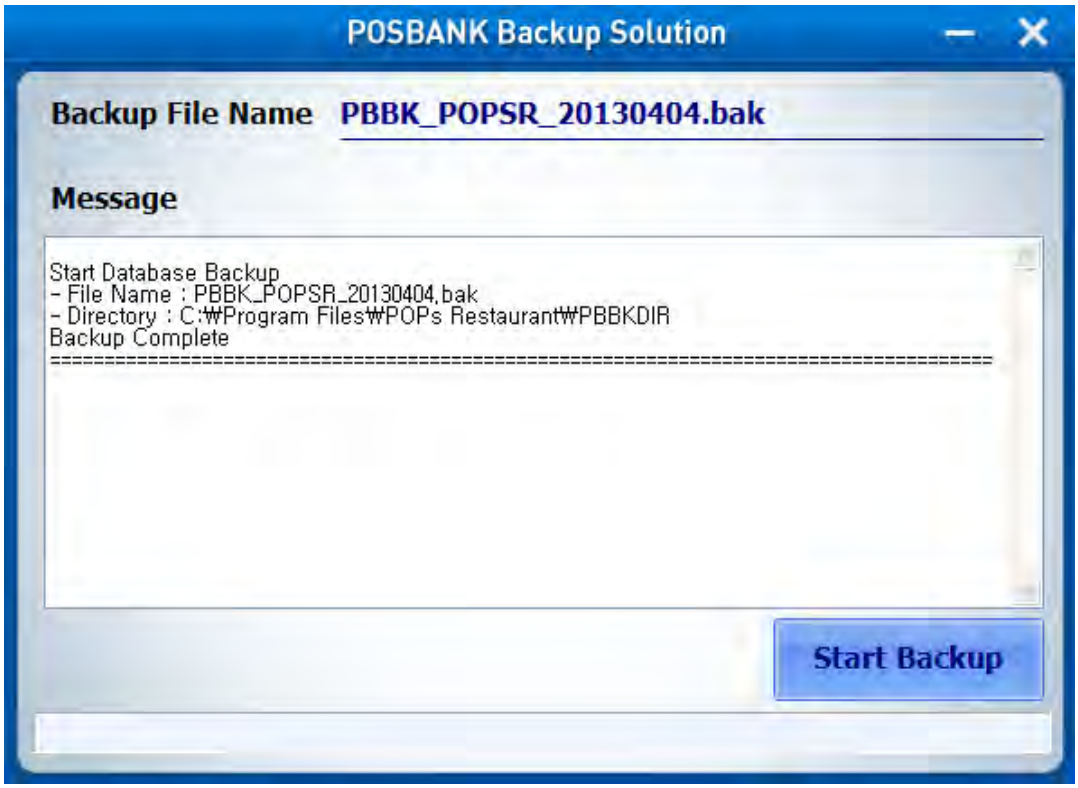
➔

To backup database:

➔ **Step1:**
Run BackupManager.exe in the POPs Restaurant application folder as administrator.

➔ **Step2:**
Click *[Database Backup]* as follows:

➔ **Step3:**
Click *[Start Backup]* as follows:



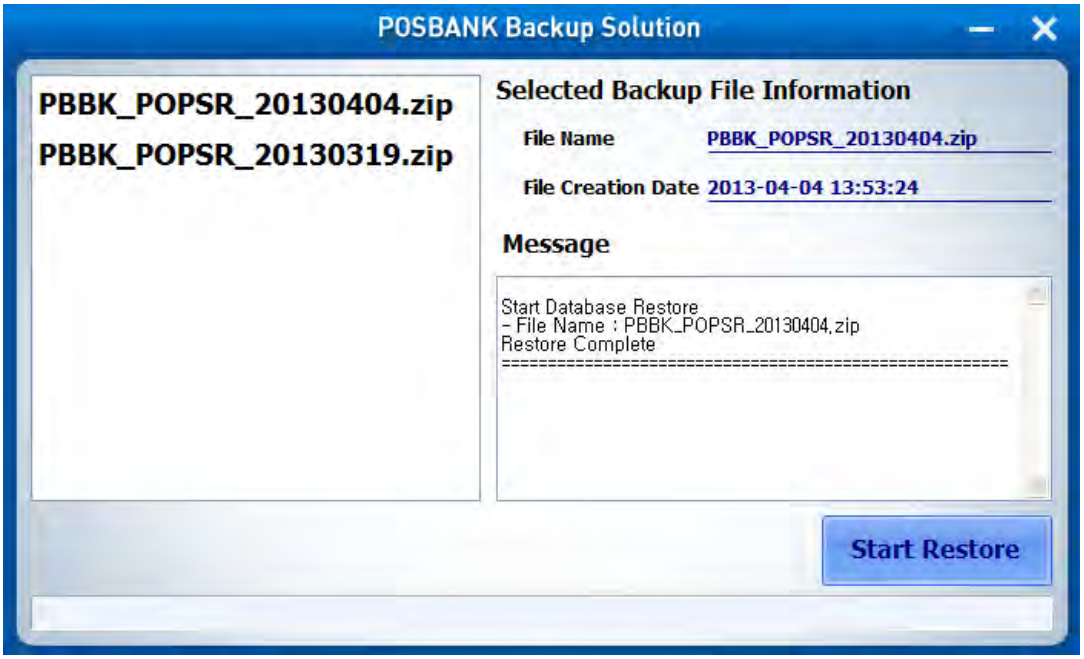
It always keeps ten backup files. If there are already ten files in the folder, the oldest file will be replaced with the new backup file. PLEASE DO NOT ATTEMPT TO MOVE OR MODIFY THE BACKUP FILES. IF YOU DO SO, RESTORING DATABASE MIGHT FAIL.

➔ **To restore database:**

➔ **Step 1:**
Click *[Database Restore]* at Step 2.

➔ **Step 2:**
Select a backup file that you need to restore from the backup file list.

➔ **Step 3:**
Click *[Start Restore]*. Please wait until you can see "Restore Completed" message in the Message field.



PART 7. Questions & Answers

Chapter1. What data format is used for memebership card?
Chapter2. How can we print store logo on a receipt?
Chapter3. There is a conflict during installation because Microsoft SQL is running on the sytem. How can I delete existing database?

WHAT YOU WILL LEARN IN THIS PART

In part 7, you will learn POPs Restaurant with answers to various questions.

1. What data format is used for memebership card?

➔ It should be less than sixteen digit numbers, and written on track one when you make it as a megnetic card.

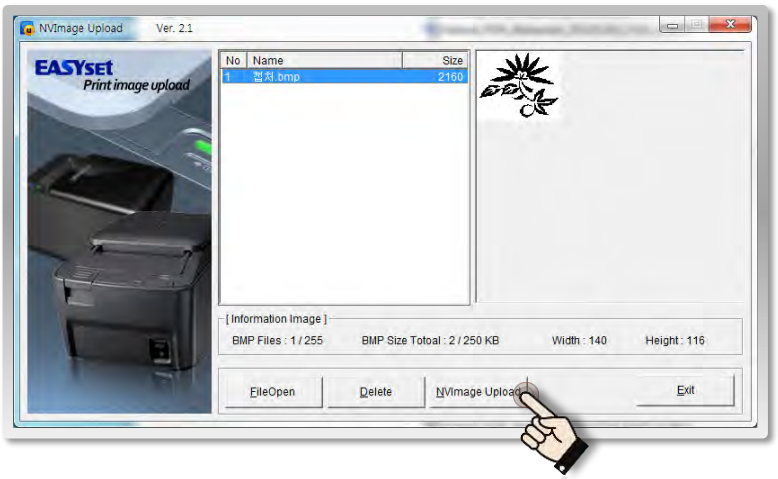
2. How can we print store logo on a receipt?

➔ **Method 1: NVImage embedded**

You first need to register the logo image in VN memory of the printer, using an application provided by printer manufacturer.

The following is an example based on the products of POSBank.

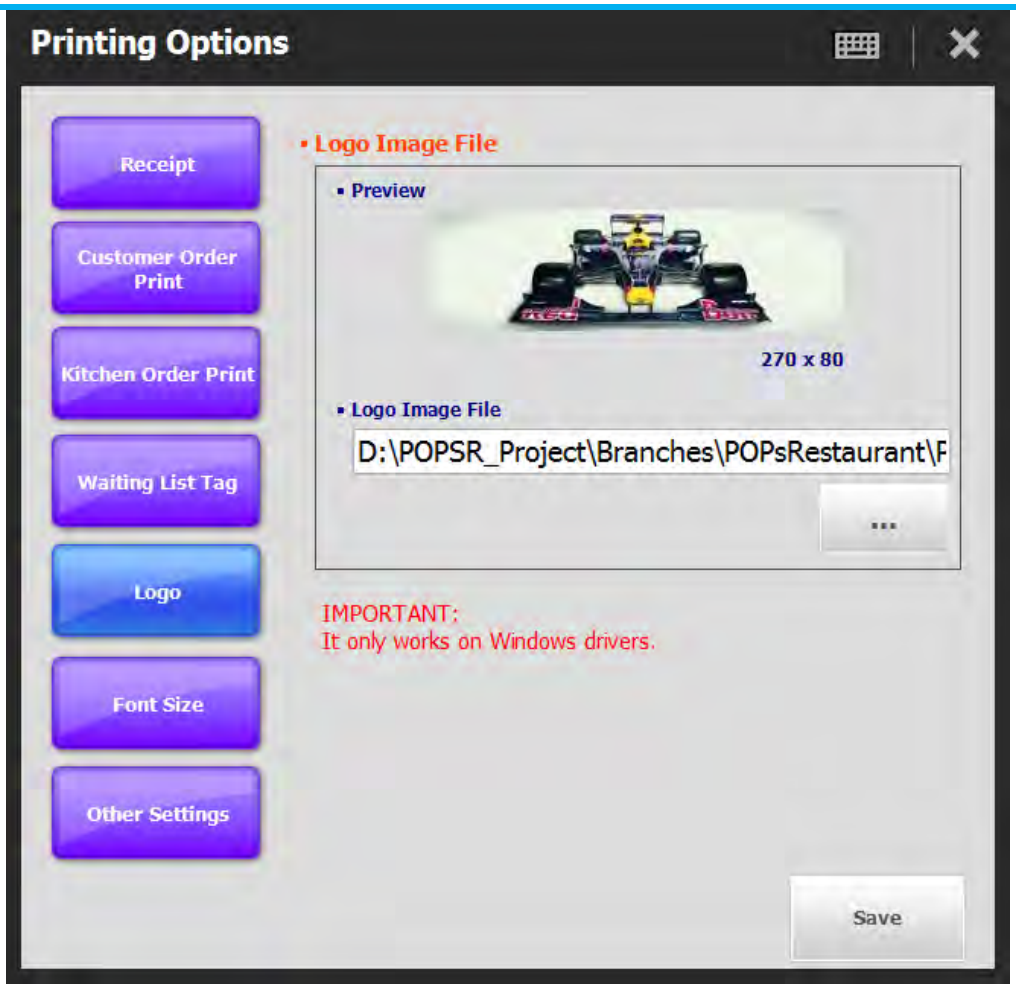
- At http://easyset.org, select the printer model which is the same as yours. And then, download and install *[NVImage Tool]*.
- Run the NVImage application.



- Bring the image files to the screen by clicking *[File Open]*, and then upload it to the printer by clicking *[NVImage Upload]*.
- The image should be .bmp file and in monochrome.

➔ **Method 2: (Windows printer drivers only)**

- Click *[Logo]* button.
- Select an image by clicking ... button.



3. There is a conflict during installation because Microsoft SQL is running on the sytem. How can I delete existing database?

➔ You can delete it by running ARPWrapper.exe at C:\Program Files\Microsoft SQL Server\90\Setup Bootstrap\ARPWrapper.exe/remove.